

Director II, Budget

Position Details

Job Code: U7101

Reference Code: A024

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position serves as the responsible line administrator for budget development. This position is directly responsible to the Director III, Budget Department, Business and Finance Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develop and review the technical phases of the Clark County School District's budget and assist in the annual review of budget requests. Assist each division in projecting their annual fiscal requirements.
2. Develop a system of budgetary reporting and control; and develop and file all of the District's budgets, as required by Nevada Revised Statutes (NRS).
3. Research data and perform data analysis in support of the Superintendent, Chief Financial Officer (CFO), Interest Arbitration Committees, and other District administration.
4. Provide cost projections, prepare and analyze alternative proposals, and advise the Superintendent/CFO on negotiations/arbitrations recommendations.
5. Perform research and data analysis in support of legislators, media, and community requests for information.

6. Assist and advise District administration with legislative planning by determining the fiscal impacts of various legislative proposals.
 7. Coordinate and assist with preparation of the annual District Budget and Statistical Document.
 8. Direct and assist financial analysts with analysis of variances between the approved budget and final revenue and expenditures reported in the District's Comprehensive Annual Financial Report.
 9. Analyze and monitor the monthly budget printouts and reports for trends and areas of concern; make necessary adjustments and recommend appropriate transfers.
 10. Prepare monthly projections of income and expenditures in order to determine an estimated ending balance; project fixed charges and accounts payable costs for each budget year.
 11. Develop monthly, annual and biennial revenue and expenditure data; maintain various fiscal and statistical schedules such as cash receipts, payroll, accounts payable, overtime, enrollment, and Americans with Disabilities Act (ADA).
 12. Conduct in-service budget training sessions for interpreting and developing budget reports.
 13. Assist in the preparation of the sale of the District's bonds, including preparation and review of the official statement.
 14. Assure complete coordination of District budget practices with all conditions of the sale including disbursement of the costs of the sale and establishment of proper budget accounts to reflect distributions of bond proceeds by project.
 15. Manage system process review and analysis; and implementation of design improvements in support of business, finance, and accounting functions.
 16. Administer the District's program for obtaining federal funds under Individuals with Disabilities Education Act (IDEA) Public Law (P.L.) 874 and 815.
 17. Supervise and evaluate the performance of assigned staff.
 18. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of state and county tax revenue structures related to District revenue.
2. Knowledge of state legislative process and how it impacts the District.
3. Ability to read, analyze complex legislative bills and documents, tax policies and regulations, and union contracts.

4. Ability to manage, design, and implement changes to complex financial system applications (both personal computer (PC), *PeopleSoft*, and *Systems Applications and Products (SAP)* in support of position responsibilities.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in accounting, finance, or related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in a corresponding or related position or have previously demonstrated at least five (5) years of successful supervisory experience related to the administrative position.
2. Previously demonstrated at least five (5) years of complex financial analysis.

Preferred Qualifications

1. Certified public accountant (CPA) or master's degree from an accredited college or university in business administration.
2. Financial experience in K-12 educational environment.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/02/22
- Created: 12/04/08