Classification Description

Job Title: **Director, Budget** **Pay Grade:** **Administrator**

Job Code: **3994** **FLSA Status:** **Exempt**

Job Purpose

This position provides leadership and responsibility for all College-wide activities relating to the College's and Collegiate High School's annual budgets and is responsible for all financial plans of the College. This position is responsible for the coordination, development, analysis, implementation, and monitoring of the College's budgets, grants, capital outlay projects and financial reporting for the College. Work also includes directing and supervising staff within the areas of budget and grants. This is an administrator on annual contract position.

General Responsibilities

Essential Functions

Coordinates and develops the College's annual budget and operating plans for approval by the Board of Trustees, the Florida Board of Education and the Division of Florida Colleges; includes information related to student activity fees, auxiliary, grants, construction, technology, financial aid, tuition and fees, wage and salary schedule, and investment policy.

Ensures that the College's annual budget and operating plans are developed in accordance with the Government Finance Officers Association (GFOA) best practices for Higher Education.

Prepares and submits federal, state, and local financial reports, such as the annual Cost Analysis Report, Student Activity Fee Report, and Technology Expenditure Report.

Prepares monthly and quarterly financial summary for the District Board of Trustees for both the College and Collegiate High Schools. Prepares monthly budget and payroll reports for budget administrators.

Develops and reviews complex budget activities, reviews financial applications, oversees and supervises staff involved with the preparation of the College's departmental budgets, position control, grants, capital projects, and College financial reports; conducts budget transfers as needed.

Conducts routine budget analysis and variance reports; creates rolling annual revenue and expense forecasts; develops integrated revenue/expense analysis, projections, reports, and presentations; identifies trends and developments in operational environments; ensures the Assistant Vice President, Financial Planning and Athletics is apprised of the budget status of the College's various funds.

Reviews annual and intermediate College-wide budgets periodically to analyze trends affecting College-wide budget needs. Analyzes actual and proposed revenue and expenditures, verifies that amounts are within budget parameters and reviews budget adjustment submissions including written and oral analyses.

Creates and implements policies and procedures in support of strategic goals and identifies key controls that impact financial reporting and ensure College adheres to established guidelines.

Develops annual unit and effectiveness plans for the Budget departments that are inline with the College's overall strategic plan. Ensures that these unit/effectiveness plans are submitted via the College's Unit Planning software.

Provides leadership and participates in the development, implementation and control of improvements to the College's budget system (Banner).

Develops procedures and controls related to budget development, position control, grant reporting, and fiscal compliance and reporting. Maintains the profiles for security access to financial data.

Meets with College administrators and executives to develop measurable objectives for the delivery of services and to identify proper resource allocation in budgetary terms to achieve objectives.

Assists FSW administrators and executives in the proper and effective use of the finance and budget system, develops end user training, and reports as necessary.

Analyzes legislative and Board of Education changes that affect the College's fiscal accountability and makes recommendations pertaining to implementation of policies and procedures as a result of such changes.

Develops and oversees the training of budget administrators on the budget process and Banner budget forms. Grants and maintains organizational security in Banner Finance.

Coordinates the development and maintenance of position budgets with the Human Resources Department; conducts personnel changes as needed.

Hires, trains, supervises and evaluates staff responsible for the formulation of the budget and grants/construction management.

Oversees and supports budget development and reporting of the FSW Collegiate High Schools.

Researches special projects as assigned and prepares detailed financial analyses. Prepares financial analyses and budget reports for the management of Financial Services, as needed.

Serves as a member of College-wide committees, as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in accounting, finance, business, public administration or a related field.

Five (5) years of related full-time professional related work experience.

Demonstrated responsible professional experience in entity-wide budget preparation and review.

Knowledge of the principles and practices of fund accounting.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: August 16, 2016. Revised: December 17, 2021, and December 9, 2024.