



# COLUMBUS CITY SCHOOLS

AN EQUAL OPPORTUNITY EMPLOYER

## JOB VACANCY

**TITLE:** Executive Director, Budget and Financial Management  
**JOB STATUS:** Administrator, FLSA Exempt  
**REPORTS TO:** Superintendent  
**DEPARTMENT:** Budget & Financial Management

**POSITION SUMMARY:** Provides leadership and direction in the coordination, development and management of the district's annual operating budget process. Oversees district compliance with Federal and state regulations related to the monitoring and reporting of Title I and No Child Left Behind (NCLB) school and district improvement initiatives. Oversees the development and analysis of pro-formas, financial reports and statements. Participates in the creation and execution of the district's vision, mission, and strategic plan to ensure that each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

### **ESSENTIAL DUTIES:**

- Directs the day-to-day activities of direct reports. Duties include hiring, training, counseling, evaluating staff performance, and when necessary disciplining and/or discharging staff.
- Provides leadership and direction in the coordination, development and management of the district's annual operating budget process.
- Facilitates with staff, the Superintendent and Board of Education the development of the annual spending priorities of the district.
- Directs the budget reduction and implementation processes.
- Directs the development of pro-formas for strategic budget planning & implementation.
- Oversees district compliance with Federal and state regulations related to the monitoring and reporting of Title I and No Child Left Behind (NCLB) school and district improvement initiatives.
- Partners with Purchasing department on expenditure reviews to support the acquisition of goods and services to meet the strategic needs of the district.
- Directs the preparation of the annual budget for Board approval.
- Directs and manages monitoring the budget to ensure fiscal accountability for the district; oversees adjustments to appropriations as needed.
- Directs and manages the Position Control system to ensure accountability for the positions of the district and the appropriate budgetary impact.
- Directs and oversees the development of the annual budget formula for each school; develops central office and non-general fund school budget submission packets.
- Directs the preparation of fiscal and budgetary reports; authorizes requests for expenditures (via allocations committee), monitors adherence to approved budgets, and recommends appropriate action to correct significant variances as needed. Reviews new policies or changes in policy to determine the impact to the budget.
- Oversees the preparation and analysis of financial statements, and statistical, revenue, and cost reports.
- Directs and manages the development of short-term and long-term financial planning for all district expenditures (e.g. operating, capital, debt and grants).
- Identifies opportunities for improved organizational efficiency, internal control and cost savings within the school system. Works with appropriate district staff to put systems in place to achieve those efficiencies and realize identified savings.
- Coordinates financial issues on behalf of the Superintendent with the Treasurer; authorizes expenditures on behalf of the Superintendent.
- Provides training opportunities for district administrators on fiscal management practices; works with administrators to resolve financial problems or issues.
- Provides reports on testimony to Board, state agencies, legislative committees and the general public on issues of concern related to district finances.
- Provides strategic and tactical guidance to the Superintendent, executive management, and other district personnel to implement new programs, policy and/or legislation.

- Monitors assigned functions to ensure compliance with related regulatory requirements and district standards; initiates corrective action as necessary.
- Attends all Board meetings.
- Participates in the creation and execution of the district's vision, mission, and strategic plan.
- Works cooperatively and maintains communication with other departments and external parties to resolve problems and exchange information.
- Performs other duties as assigned.

**JOB QUALIFICATIONS:**

- Bachelor's degree in Accounting, Finance, or a related field.
- Master's in Business Administration degree OR Treasurer's license.
- Ten (10) or more years of related financial management or budgeting experience including supervisory responsibilities.
- Knowledge and understanding of generally accepted accounting principles (GAAP); school finance programs, practices and procedures; public sector budgeting and State of Ohio school budget requirements.
- Knowledge of accrediting and regulatory standards and district policies related to assigned functions.
- Demonstrated supervisory skills to effectively manage the daily operations and administration of assigned function(s).
- Analytical ability and mathematical aptitude necessary to forecast financial requirements and prepare financial analyses.
- Interpersonal skills necessary to work productively with district administrators, the Superintendent and Board in long-range strategic and business planning and decision-making. The incumbent is also required to effectively communicate technical financial information in non-technical terms.
- Strong written and verbal communication skills, including effective presentation skills.
- Written and computer skills necessary to prepare required documentation.
- Demonstrated ability to effectively serve as a leader and member of a team.

*The qualifications listed above are intended to represent the education, experience, skill and ability levels typically needed to successfully perform the essential duties contained in this job description. Columbus City Schools (CCS) is an equal opportunity employer and does not discriminate against individuals regardless of race, sex, sexual orientation, religion, national origin, age, gender identity or expression, ancestry, familial status, military status or disability in its educational programs, activities, and employment policies. CCS fully supports the hiring and employment of individuals with physical or mental disabilities who meet the job qualifications, so long as the individuals are able to perform the essential duties of the position with or without reasonable accommodation.*

**TIMETABLE:**

Deadline for Application: November 22, 2013

**DIRECTIONS FOR APPLYING:**

Applicants should submit a letter of interest, a resume including experience, qualifications, e-mail address, and three professional references.

**Submit to:**

Columbus City Schools  
 Victoria Frye, Interim Director  
 Human Resources  
 270 E. State Street  
 Columbus, Ohio 43215  
[www.columbus.k12.oh.us/employment](http://www.columbus.k12.oh.us/employment)  
[ccs-careers@columbus.k12.oh.us](mailto:ccs-careers@columbus.k12.oh.us)