

Job Description

Job Title	MANAGER I - FINANCIAL PLANNING
Job ID	1030599
Location	Central Services Building
Full/Part Time	Full-Time
Regular/Temporary	Regular

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Job Summary

The Manager I - Financial Planning position supports the development of a \$1.5 billion district budget serving 9,500 employees and more than 65,000 students. This role provides day-to-day management of the District's budget team, under the supervision of the Budget Director, preparing and presenting the annual budget, monitors spending and outcomes to assess the impact of district initiatives, conducts cost-benefit analysis of programs and financial requests, works with leaders to sunset ineffective initiatives, and explores alternative funding sources. Also reviews expenditure trends to project future needs, provides timely costing information, delivers budget training, investigates variances, and advises district leadership on financial matters.

Wage: \$98,287 - 141,817 (12 months)

How To Apply

Applications for the following position are being accepted by the Office of Human Resources **through Wednesday, October 1, 2025.**

**To be considered as a candidate, a current, updated resume MUST be attached to the completed application. *Additionally, ALL candidates must attach transcripts confirming the required bachelor's degree (unofficial transcripts can be submitted, however official transcripts will be required upon hire).***

- If you are unable to electronically attach these documents, you must notify Cassandra in human resources at morac2@milwaukee.k12.wi.us that you are sending hard copies. Caution: when attaching documents to the application, be sure the documents are legible. If the documents cannot be read, your application may be disqualified from consideration.

**If you are selected for the next stage of the interview process, you will be contacted, via email, to submit three electronic professional references. Identified references will receive an online reference check to complete.**

**No applications or application materials will be accepted after the deadline date.**

Appointment is subject to a criminal background check, a drug/alcohol test and credential verification.

If you have any questions, please contact Cassandra Morales-Salcedo at morac2@milwaukee.k12.wi.us or 414-777-7879.

## Qualifications

### Education Requirements:

- Bachelor's degree in accounting, finance, public policy, or related field required.
- Master's degree in business, accounting, or finance preferred.

### Experience Requirements:

- Five or more years of experience in a fast-paced finance office is required.
- Public sector experience is desired.

*Equivalent combination of education and experience may be considered.*

## Responsibilities

- Supervises department and project staff in the development of the district's annual budget. Assigns duties, provides clear instructions, and ensures quality of deliverables.
- Prepares financial reports and budget presentations for district leadership, the Board, and the public.
- Evaluates team performance, ensuring accountability, and identifying opportunities for improvement.
- Analyzes budget data, prepares and revises projections, monitors line-item expenses, and makes recommendations.
- Ensures budget compliance with state law, federal regulations, and WUFAR (the Wisconsin Uniform Financial Accounting Requirements).
- Continuously improves budget processes to increase efficiency and accuracy.
- Leads school budget allocation development, analysis, review, and revisions.
- Evaluates financial impacts of major program changes.
- Recommends methods for addressing budget variances and managing surpluses or deficits.
- Oversees fiscal year-end close and prepares required tasks.
- Conducts ad hoc analytical projects across district operations.
- Serves as a technical expert in ERP systems.
- Builds strong working relationships with team and internal stakeholders.
- Maintains confidentiality of personnel, programmatic, and financial matters.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

## Equal Employment Opportunity

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability. Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released, must submit a written statement to that effect to the Office of Human Resources. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.

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