

# EXECUTIVE DIRECTOR: BUDGET AND STRATEGIC PLANNING

JOB STATUS: OPEN

POSTING NUMBER: 00066736

SCHOOL YEAR: 2025-2026

CALENDAR: District Support / Full Year [School Calendars](#)

CLOSING DATE: 10/05/2025 04:00 PM

POSTING NUMBER: 00066736

LOCATION: 061:FINANCE DEPT

POSITION TITLE: EXECUTIVE DIRECTOR: BUDGET AND STRATEGIC PLANNING

## JOB DESCRIPTION:

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**Purpose:** Lead and oversee the operations of the Budget and Grant Administration Office to ensure the strategic allocation and management of financial resources across the District. Responsible for the development, analysis, and administration of the District's annual budget in alignment with educational priorities and applicable laws, policies, and regulations. Provide strategic financial leadership through the identification of high-impact fiscal initiatives, offering data-informed recommendations to District leadership that enhance operational efficiency, equity, and student outcomes.

## ESSENTIAL FUNCTIONS:

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Essential Functions. An individual in this role must be able to perform the following functions with or without reasonable accommodation:

- Lead the preparation, monitoring, and oversight of the District's annual operating budget and multi-year financial plan to support strategic priorities.
- Analyze complex fiscal data to forecast revenue, expenditures, and cash flow for both restricted and unrestricted funds.
- Provide data-driven recommendations to the Executive Cabinet using cost-benefit analysis and return-on-investment models to support sustainable improvement.
- Present budgetary information and strategic financial insights to the CFO, Superintendent, APS Board of Education, and other stakeholders.
- Collaborate with departments to identify and integrate initiatives such as instructional innovation, equity, and improved student outcomes into budget planning.
- Promote collaborative leadership and inclusive decision-making practices among staff and stakeholders.
- Prepares 5-year financial budget for leadership to support strategic planning.
- Oversee the operations of Budget and Grant Management, including supervision, delegation, performance evaluations, and professional development of staff.
- Manages Budget and Grant Management through proper delegation and work supervision to provide appropriate levels of service and resources; coordinates and manages various special and recurring projects, monitors work, evaluated performance, trains, counsels, coaches and instructs employees in order to meet established goals and objections; ensures staff adhere to established policies and procedures to remain in compliance with laws and regulations.
- Meets regularly with staff to review work in progress, discuss and resolve administrative, workload and technical issues and to prioritize and assign tasks and projects; evaluates and analyzes function, resources, processes and procedures to identify issues and recommend changes for improvement, interprets applicable laws and regulations to provide guidance in developing, implements, and administering policies and procedures.
- Utilize leadership practices that promote teamwork, and collaborative decision-making among staff.
- Serve as the District's financial representative during collective bargaining negotiations, ensuring timely cost estimates and impact assessments
- Collaborate with Human Resources to maintain district-wide position management systems and develop employee salary matrices.
- Implement and maintain internal controls, policies, and procedures for effective budget development and grant management.
- Maintain accurate and legally compliant records and reports as required by District policy and law
- Ensure compliance with all local, state, and federal regulations, including the State Accounting Manual.
- Foster a culture of continuous improvement and data-driven decision-making across all areas of responsibility

**Duties.** All duties are standard language and apply to all Albuquerque Public Schools employees. Duties cannot be changed or altered. Employees are not screened based on duties.

- Complies with state-approved Code of Ethics of the Education Profession and upholds and enforces rules,

- administrative directives and regulations, school board policies, and local, state and federal regulations.
- Articulates and facilitates the implementation of the mission and values of the Albuquerque Public Schools.
- Safeguards confidentiality of privileged information.
- Prepares and maintains accurate and complete records and reports as required by law, state directives, District policy and administrative regulations.
- Shares the responsibility for the supervision and care of District inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards promptly.
- Maintains professional relationships and works cooperatively with employees, the community and other professionals.
- Maintains professional competence through individual and staff training, in-service educational activities and self-selected professional growth activities.
- Attends and/or conducts staff meetings and participates on committees within area of responsibility.
- Performs other tasks related to area of responsibilities as requested or assigned by an immediate supervisor.

#### PREFERRED KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE:

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##### Preferred Knowledge, Skills & Abilities.

- CPA or other relevant certification.
- Level 2 New Mexico School Business License.
- Knowledge of Public-School accounting and budgeting practices.
- Background in Access and/or Crystal, as well as Lawson business system.
- Flexibility, organization, decision-making and problem-solving skills.

#### REQUIREMENTS:

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##### **Required Education, Licenses, Certifications, & Experience.**

- Master's Degree in Accounting, Finance, Business Management or related field. 7 years of directly related experience in a governmental setting, including management/leadership.
- Knowledge of all phases of budget preparation and maintenance.
- Demonstrated experience with large enterprise resource planning systems, Excel, and Word.
- Ability to work independently, meet deadlines, work on multiple complex projects and coordinate the work of others.
- Possess effective communication skills, both written and verbal.
- Interpersonal skills with diverse populations.

#### CONTACT INFORMATION:

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Contact: Renette Apodaca at 505-878-6112 / [renette.apodaca@aps.edu](mailto:renette.apodaca@aps.edu)

#### APPLY TO:

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Apply at [www.aps.edu](http://www.aps.edu) and submit a District Support application.

A cover letter, resume and any other supporting documents MUST be submitted prior to 4:00 PM on the closing date of the advertisement for your application to be considered complete. The cover letter and resume are considered valid for one year from the submission date.

#### ADDITIONAL INFO:

GRADE / LEVEL: DSE18

SALARY: \$132,416.72

DAYS: 256

HOURS: 8

START DATE: asap

[ADA Compliance](#)