

Assistant Budget Director
Los Angeles Unified School District
333 S Beaudry Ave , Los Angeles, CA 90017
Application period expected to close 4/3/2019
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Up to \$130,900 per year plus excellent FREE benefits.

Benefits Insurance: Free medical, dental, and vision insurance plans for you and your family (dependents); and life insurance plans.

Retirement: Membership in the California Public Employee Retirement System (CalPERS).

Vacation: 24 days per year.

Paid Holidays: 12 days

About LAUSD

If you are looking for new challenges to take your career further, consider the Los Angeles Unified School District (LAUSD). Whether you are just beginning your career, contemplating a career change, or are a seasoned professional looking for a new opportunity to expand your career, LAUSD offers a variety of non-teaching opportunities. Our competitive salaries, outstanding benefits, excellent training, and a professional environment, plus many other incentives, make up the culture that is LAUSD Classified Employment. Our service excellence, commitment to training, opportunities for growth, exposure to new technology and promotion of family-work balance, have resulted in a demonstrated track record of longevity of service of our employees. As an employee of the LAUSD, you will join a group of skilled and dedicated men and women who are working together to serve the educational interest of the children in our community.

About the position

An Assistant Budget Director assist in managing a Budget Services Branch and directs budget development and administration.

Typical duties include:

*planning, organizing, directing, and coordinating activities concerning General Fund and special fund budget, pupil statistics, and school and District-oriented financial activities, including budget, and position control;

*directing the preparation of State required student enrollment and attendance reports; and directing budget analysis to assist in policy decisions on the allocation of funds.

*directing the activities related to school and division budget development, maintenance, and monitoring of expenditures;

*directing and participating in planning data processing applications for the Budget Services and Financial Planning Division;

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*monitoring categorical school budgets for compensatory education and bilingual programs, and school expenditures for non-public schools and neglected and delinquent programs; directing the preparation of the annual General Fund budget and District special fund budgets as well as adjustments throughout the fiscal year.

The ideal candidate:

-The Budget Services and Financial Planning Division anticipates hiring an exceptional Assistant Budget Director with a solid and broad understanding of supervising or analyzing budget and financial activities for a school district, and providing fiscal and business services to schools and central offices.

-The ideal candidate will have experience directing the development, planning and implementing in one of the variety of functional areas; restricted and/or unrestricted fund budgeting, pupil statistics, school fiscal support, position control, and/or school allocation funding model.

-S/he will also have experience managing a variety of budget fiscal activities through subordinate supervisors.

-The ideal candidate will have experience evaluating procedures and problems and developing, recommending and installing initiatives and improvements to processes and programs.

-Additionally, this manager will be a diplomatic relationship builder who has demonstrated the ability to interface with a wide variety of stakeholders such as executive, senior, and school staff on financial matters. S/he will be responsible for ensuring that clear, challenging and attainable project goals are met, by ensuring adequate resources, and necessary technical skill sets exists among staff.

- S/he must have strong communication skills with the ability to present financial concepts and procedures to staff and other stakeholders, and strong analytical skills and is skillful at managing one's own time, priorities, and resources.

At a minimum candidates must have a bachelor's degree, preferably in public or business administration, finance, or economics. and (5) years of experience in the supervision or analysis of financial activities in an organization with at least 1,000 employees or in a school district with at least 10,000 ADA. One year of the required experience must have been in a supervisory capacity.

Experience in a California school district is preferable. A master's degree in public or business administration, finance, or economics may be substituted for two years of the required experience, provided that the supervisory experience requirement is met. Experience in the oversight of financial activities such as budget development and maintenance, analysis and forecasting, financial report preparation, fiscal policy or procedure development, position control, and student enrollment and attendance is preferable.