

Director II, Budget

Position Details

Job Code: U7101

Reference Code: A024

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position serves as the responsible line administrator for budget development. This position is directly responsible to the Director III, Budget Department, Business and Finance Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develops and reviews the technical phases of the Clark County School District (CCSD)'s budget and assists in the annual review of budget requests; assists each division in projecting their annual fiscal requirements.
2. Develops a system of budgetary reporting and control; develops and files all of CCSD's budgets, as required by Nevada Revised Statutes (NRS).
3. Researches data and performs data analysis in support of the Superintendent, Chief Financial Officer (CFO), Interest Arbitration Committees, and other CCSD administration.
4. Provides cost projections, prepares and analyzes alternative proposals, and advises the Superintendent/CFO on negotiations/arbitration recommendations.
5. Performs research and data analysis in support of legislators, media, and community requests for information.

6. Assists and advises CCSD administration with legislative planning by determining the fiscal impacts of various legislative proposals.
 7. Coordinates and assists with preparation of the annual CCSD Budget and Statistical Document.
 8. Directs and assists financial analysts with analysis of variances between the approved budget and final revenue and expenditures reported in CCSD's Comprehensive Annual Financial Report.
 9. Analyzes and monitors the monthly budget printouts and reports for trends and areas of concern; makes necessary adjustments and recommends appropriate transfers.
 10. Prepares monthly projections of income and expenditures in order to determine an estimated ending balance; projects fixed charges and accounts payable costs for each budget year.
 11. Develops monthly, annual and biennial revenue and expenditure data; maintains various fiscal and statistical schedules such as cash receipts, payroll, accounts payable, overtime, enrollment, and Americans with Disabilities Act (ADA).
 12. Conducts in-service budget training sessions for interpreting and developing budget reports.
 13. Assists in the preparation of the sale of CCSD's bonds, including preparation and review of the official statement.
 14. Assures complete coordination of CCSD budget practices with all conditions of the sale including disbursement of the costs of the sale and establishment of proper budget accounts to reflect distributions of bond proceeds by project.
 15. Manages system process review and analysis; implementation of design improvements in support of business, finance, and accounting functions.
 16. Administers CCSD's program for obtaining federal funds under Individuals with Disabilities Education Act (IDEA) Public Law (P.L.) 874 and 815.
 17. Supervises and evaluates the performance of assigned staff.
 18. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of state and county tax revenue structures related to CCSD revenue.
2. Knowledge of state legislative process and how it impacts CCSD.
3. Ability to read, analyze complex legislative bills and documents, tax policies and regulations, and union contracts.
4. Ability to manage, design, and implement changes to complex financial system applications (both personal computer, *PeopleSoft*, and *Systems Applications and Products [SAP]*) in support of position responsibilities.

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in accounting, finance, or related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Experience

1. Satisfactory service in a corresponding or related position or have previously demonstrated at least five (5) years of successful supervisory experience related to the administrative position.
2. Previously demonstrated at least five (5) years of complex financial analysis.
3. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Certified public accountant (CPA) or master's degree from an accredited college or university in business administration.
2. Financial experience in K-12 educational environment.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/30/24
- Created: 12/04/08