



Director III, Budget

Position Details

Job Code: U7102

Reference Code: A026

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 44 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions as the responsible administrator for all aspects of the higher-level business functions of the Budget department, which comprises of providing liaison services between all departments, schools, and Clark County School District leadership. Designs and oversees the districtwide implementation of strategic budget workbooks for all school/department expenditures to meet the needs of the school community; provides continuity with analytical functions for analysis, planning, and implementing Nevada Revised Statutes (NRS) 388G requirements for school funding. Manages accurate reporting and auditing requirements, information compilations, and budget preparations for District and state requirements; provides support for the Human Capital Management (HCM system) including, testing, extensive system architecture design, data flow, data integrity, and data retrieval. Directs activities between District departments and programs related to student projections, funding, and allocations; provides continuity with analytical functions for compliance with Nevada Department of Education (NDE) regulations, cost-reduction efforts, and budget restructuring for shortfalls affecting the District's budget. This position is directly responsible to the Deputy Chief Financial Officer, Business and Finance Unit.

Essential Duties and Responsibilities

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

1. Directs and advises budget office updates for the PeopleSoft Department Budget Table to enforce tighter position creation and budget controls.
2. Develops flexible budgeting solutions that link funding sources to the District's accounting systems, as well as provide the ability to budget for support services.
3. Manages positions and budget controls through the use of PeopleSoft and Hyperion and coordinating with Human Resources Division (HRD), Compensation, Payroll, Accounting, and Central Information Business and Finance Services. Facilitates Hyperion budget detail calculations for positions based on minimum data entered – table driven. Oversees the workflow in Hyperion to support reviews and approvals.
4. Administers and coordinates development of the school strategic budgets and corresponding preparation for spring and fall budget rollouts, assures adherence of mandatory staffing rules (i.e., class-size reduction, positions, etc.), and provides guidance for line allocation concerns. Monitors schools' monthly expenditures, oversees preparation, revisions, and distribution of all checklists and user guides.
5. Oversees all financial management of the budget and the collection of financial data, production of financial reports, and solutions for near-term financial issues and guiding the District to sustainability.
6. Provides budget instruction to principals and other administrators and assists principals with the development, implementation, monitoring, and evaluation of strategic budgeting.
7. Oversees system flexibility to recognize school types (elementary, middle, and high school) as well as specific school grant/funding programs.
8. Assists the chief financial officer with developing and maintaining a business model that produces exceptional mission impact and sustained financial health, which align to an annual plan set forth by the superintendent.
9. Manages integration between Hyperion, PeopleSoft, Taleo, and Systems Application and Products in Data Processing (SAP) to support functionality of all four systems.
10. Facilitates Hyperion data creation for the general ledger string to reconcile between the position allocation, reporting, and interfacing with the financial system (SAP). Facilitates Hyperion to allocate position costs across funding sources and to report the use of general fund and grant-funded salaries at the local school level.

11. Facilitates budget solution workflows between strategic resources, HRD, and District budget offices to ensure data unification, accuracy, and efficiency.
 12. Develops and manages an easy-to-use system that supports all required functionalities.
 13. Calculates and provides base budget targets for schools based on enrollment calculations and state requirements.
 14. Collaborates with the chief financial officer to manage District budgets and financial management.
 15. Provides a budget development tool for creating zero-based budgets.
 16. Provides Oracle planning/Hyperion and cloud server maintenance.
 17. Manages and advises staff regarding the new Budget Planning tool and HCM; create budget forecasts, detailed salary analysis, and extensive expense analytics.
 18. Performs specific budget calculations for salary and fringe benefits based on employee job groups, such as school administration, licensed staff, and support professionals.
 19. Directs the evaluation, organization, and operation of assigned department programs and services with responsibility for continuous planning and proposal preparation relative to expanding such services and programs.
 20. Oversees and advises staff on the creation of financial data for contract negotiations, state and public requests for information.
 21. Oversees the establishment of department processes for the management of District funds within NRS, policies, procedures, and practices.
 22. Assists with the interim and annual audits.
 23. Attends internal and external meetings. Provides data and presentation support, when necessary.
 24. Promotes new processes and changes to District programs, processes, and procedure for school and District budgeting issues.
 25. Management of staff regarding the selection, appraisal of performance, salary increases as appropriate, promotions, discipline, reassignments, and terminations.
 26. Troubleshoots and resolves issues with the HCM system and determines the impacts to the budget; assists with HCM and budget trainings.
 27. Oversees implementation of process changes as determined during Legislative Sessions that apply to District budgeting.
 28. Perform other duties related to the position, as assigned.
-

Position Expectations

1. Understanding of Government Accounting Standards Board (GASB).
 2. Understanding of Generally Accepted Accounting Principles (GAAP).
 3. Knowledge and understanding of budget, accounting, and payroll software and how it affects budgeting, staffing, and business processes.
 4. Knowledge of spreadsheets and databases.
 5. Knowledge of computer programming logic and file structures.
 6. Knowledge of state legislative processes and impacts on the District.
 7. Knowledge and understanding of formulas for human resources and finance.
 8. Knowledge and understanding of school budgets, allocations, and entitlements.
 9. Ability to read, analyze complex legislative bills, documents, tax policies, and regulations.
 10. Ability to manage, design, and implement changes to complex financial system applications.
-

Position Requirements

Education and Training

An earned master's degree in accounting or finance in a related field from an accredited college or university. A bachelor's degree from an accredited college or university in accounting, finance, or related field plus three (3) years of additional experience beyond the minimum requirement below can be substituted for the master's degree requirement, or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in a corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. A minimum of five (5) years of progressively responsible experience in accounting and/or budgeting.

Preferred Qualifications

1. Certified public accountant (CPA).
2. Master's degree in business administration.

3. 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, or 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: 04/13/22
- Created: 05/10/21