



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: DIRECTOR OF BUDGET & FINANCE

QUALIFICATIONS:

1. A Bachelor's Degree in Business Administration, Finance, Accounting, or related fields
2. Five (5) years' experience in business management.
3. MBA, CPA preferred

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

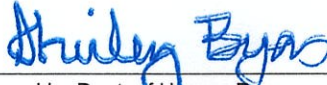
PERFORMANCE RESPONSIBILITIES:

1. Compiles the District's Annual Budget and supervises the financial affairs of the district. Coordinates business matters between the county office and school centers and endeavors to solve problems relating to the business operations of the school system.
2. Instructs, assists, and supervises subordinate department heads within the business office to include making management decisions that will assure compliance with School Board policies and state laws and regulations.
3. Responsible for all statutory requirements related to the Annual Budget, millage rate and the Annual Financial Report.
4. Assures that bid items and other purchases submitted to the Board for approval include budgeting sources.
5. Serves as consultant to budget committee in preparation of annual budget.
6. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in current Salary Placement Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.


Reviewed by Dept. of Human Resources

APPROVED APR 12 2022

Revised: _____
Nov 1997

Adopted by Bay District School Board: Feb. 11, 1993
as Supervisor of Budget & Finance

Bay District Schools is an Equal Opportunity Employer