

**Job Title:** Supervisor of Budget  
**Position Code:**  
**Job Classification:** Exempt

**Supervisor:** Chief Financial Officer  
**Pay Grade:** 46  
**Contract Length:** 245 Days

### **Job Summary**

Position functions as an advanced professional and oversees complex administrative work directing all functions of the Budget department. Position is responsible for preparing, monitoring and direct oversight of the school division's operating and capital budgets; Position works within a wide latitude exercising independent judgment under the general supervision of the Chief Financial Officer.

### **Essential Duties**

1. Supervises budget staff engaged in budget functions and activities to include completion of budget documents, compilation and submission of budgetary data for budget award opportunities, monthly school board transactional reports and annual state reports.
2. Responsible for the effective supervision and administration of the Budget staff to include selection, training and performance management.
3. Oversees and facilitates the accounting analysis and review of expenditures and the preparation of operating budgets for departments and business units.
4. Manages the collection and analysis of data needed to develop the preliminary budget projections for revenues and expenditures in preparation of the final budgets.
5. Performs complex financial analyses and interpretation of historical, operational and transactional data used to support the budget development process.
6. Analyzes departmental budgetary transfer requests to understand needs; collect budget information, translate and accurately model current and future initiatives under different scenarios. Recommends appropriate alternatives or changes to funding levels.
7. Maintains, monitors and reports on position data from the position control system and participates in teacher allocation meetings.
8. Prepares monthly salary and benefit projections as well as analysis of variances of actual revenues and expenditures from the budget.
9. Ensures efficient and effective implementation of division budget policies and guidelines, to include monitoring expenditures to ensure compliance and adherence to budget limitations.
10. Oversees the financial system accounting and finance year-end processes to ensure successful transition to new fiscal year.
11. Supervises the addition, inactivation and transactions of the general ledger accounts to ensure compliance with internal management and state reporting requirements.
12. Assists in the development of budgetary presentation slides and communication material for school board/city council meetings.
13. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the Chief Financial Officer or other appropriate administrators.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Bachelor's degree in business, accounting, finance or a related field); 2-5 years of progressively responsible experience in budget preparation and administration in a public or governmental setting; experience with automated financial systems and Microsoft Office Professional 97 or later software. Comprehensive knowledge of, and demonstrated ability to apply, budgeting and accounting principles, practices, methods and procedures. Thorough knowledge of data extraction procedures, spreadsheets and financial systems. Thorough knowledge of financial management and administrative principles, practices, and procedures. Skill in researching, compiling, analyzing, and evaluating extensive amounts of data on which to base forecasts and projections. Ability to provide timely and accurate financial reports. Demonstrated ability to plan, assign, supervise and evaluate the work of a group of professional and clerical personnel. Ability to communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships with subordinates, peers, seniors. Ability to advance with changing technology as it becomes available.

**Working Conditions & Physical Requirements**

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those, which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Budget Department Staff

**Supervision Received:** Chief Financial Officer

***This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Budget will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Financial Officer or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.***

**Approvals**

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Supervisor

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Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

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Signature

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Date

11/2022 CR