



JOB DESCRIPTION: SENIOR BUDGET MANAGER

DEPARTMENT:	Financial Services	REPORTS TO:	Chief Financial Officer
JOB CLASS:	Senior Manager	PAY GRADE:	20
EXEMPT STATUS:	Exempt	DATE:	07/01/2013

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Senior Budget Manager will support the Chief Financial Officer in managing all operations and functions of budget control including monitoring the department budgets and assisting with position control.

ESSENTIAL POSITION FUNCTIONS:

- Assist the Chief Financial Officer in managing all operations, supervision and functions of budget control and activities consistent with school priorities and expected end results
- Assist the Chief Financial Officer in planning, developing and evaluating the adopted budget through revenue and expenditure analysis and prepare revisions to budgets based on subsequent analysis and decisions
- Responsible for the planning, development and implementation of the school's annual budget
- Oversees the input of the adopted budget into the ERP system and verify budgets are balanced
- Report to the Chief Financial Officer any necessary budget amendments and prepare amendments for board approval
- Coordinate preparation of the Virtual Vision budget and assist with other financial reports
- Direct, oversee, and evaluate each position reporting directly to him/her regarding productivity in achieving expected end results and supporting the School priorities and expected results
- Oversee the Budgeting, Expense Management, and Accounts Payable functions
- Develop policies, administrative guidelines, and procedure manuals related to Budget, Expense Management and Accounts Payable functions
- Review open purchase orders at year end and evaluate for rollover into the fiscal year
- Review transactions for proper classification and advise of needed budget changes and/or reclassifications
- Oversee budget transfers as requested by departments; meet with departments monthly to review budget and resolve issues
- Oversee position control numbers within the ERP system; oversee the continuous monitoring and maintenance of all personnel changes and position control revisions
- Oversee and review the monthly Budget to Actual reports and submits to departments and Director
- Work closely with Departments to meet their financial analysis and reporting needs
- Respond to budget procedure questions
- Develop and implement budget procedures and maintain proper system controls
- Develop and conduct training for department budgets and position control to ensure effective implementation and management of the annual budget and in the use of the school's automated system

- Manage, control, direct, and supervise assigned direct reports, including general leadership, planning, organizing, and reviewing
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- Bachelor's degree in accounting; or equivalent combination of education and relevant experience

Experience:

- Five years governmental accounting, finance or budgeting experience, including three years in a supervisory role
- Florida Public School District government experience, preferred

Knowledge, abilities and skills:

- Knowledge of budget, governmental accounting, expenditure control systems and procedures as well as financial reporting
- Knowledge of modern office management practices and computerized accounting, including proficiency with accounting software, as well as spreadsheet and general office applications
- Ability to use and instruct others in use of the school's accounting software to achieve desired results
- Ability to prepare complete and accurate budget reports and statements of considerable complexity
- Ability to make sound decisions based on established policies and procedures
- Ability to interpret and enforce school board and administrative rules
- Ability to analyze data and communicate the information
- Working knowledge of Microsoft Office applications
- Working knowledge of position control systems and analytical skills to review information and formulate alternative solutions to problems
- Knowledge of and commitment to decentralized decision making and accountability for results
- Ability to plan and supervise the work of a subordinate staff
- Ability to communicate well both orally and in writing
- Ability to work with and through people to establish goals, objectives, and action plans

CORE COMPETENCIES FOR SUCCESS:

COMMUNICATION SKILLS	CUSTOMER FOCUS
<i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple</i>	<i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or</i>

<i>channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i>	<i>challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i>
<p>INTERPERSONAL SKILLS</p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p>FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

MANAGER COMPETENCIES FOR SUCCESS:

<p>COMMAND SKILLS</p> <p><i>Relishes leading; Takes unpopular stands if necessary; Encourages direct and tough debate but isn't afraid to end it and move on; Is looked to for direction in a crisis; Faces adversity head on; Energized by tough challenges</i></p>	<p>CONFLICT MANAGEMENT</p> <p><i>Steps up to conflicts, seeing them as opportunities; Reads situations quickly; Good at focused listening; Can hammer out tough agreements and settle disputes equitably; Can find common ground and get cooperation with minimal "noise"</i></p>
<p>LISTENING</p> <p><i>Practices attentive and active listening with all groups/people; Has the patience to hear people out without interruption; Can accurately restate the opinion of others even when he/she disagrees</i></p>	<p>MANAGING DIVERSITY</p> <p><i>Manages all kinds and classes of people equitably; Deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; Hires variety and diversity without regard to class; Supports equal and fair treatment and opportunity for all</i></p>
<p>DEVELOPING OTHERS</p> <p><i>Provides constructive, concrete, behavioral feedback to others through monthly development discussions; Shares information, resources and suggestions to help others be more successful; Delegates challenging work assignments or responsibilities that will help the abilities and stretch others; Regularly meets with employees to review development needs, career aspirations and progress; Constructs compelling developmental plans and executes them; Creates a climate in which people want to do their best; Is a good judge of talent; After reasonable exposure, can articulate the strengths and limitations of people inside or outside the organization</i></p>	<p>TIMELY, QUALITY DECISION MAKING</p> <p><i>Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; Able to make a quick decision; Makes good decisions based upon a mixture of analysis, wisdom, experience and judgment; Sought out by others for advice and solutions; Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time</i></p>
<p>PROCESS MANAGEMENT</p> <p><i>Good at figuring out the processes necessary to get things done; Knows how to organize people and activities; Understands how to separate and combine tasks into efficient work flow; Can readily see opportunities or synergy and integration; Can simplify complex processes; Gets more out of fewer resources</i></p>	<p>TEAM BUILDING</p> <p><i>Develops networks and builds alliances; Participates in cross-functional activities to achieve organizational objectives; Focuses time and energy to develop direct report team and peer team; Fosters commitment, team spirit, pride and trust; Recognizes and rewards people for their achievements and contributions to organizational success; Identifies and tackles morale issues; Provides training and development to employees; creates and participates in team building sessions; Empowers others; Makes each individual feel his/her work is</i></p>

	<i>important; Invites input from each person and shares ownership and visibility</i>
MANAGING & MEASURING WORK <i>Clearly assigns responsibility for tasks and decisions; Sets clear objectives and knows what to measure and how to measure them; Monitors process, progress, and results; Designs feedback loops into work; Holds self and others accountable for achieving goals and objectives</i>	COMFORT AROUND HIGHER MANAGEMENT <i>Deals comfortably with more senior managers; Presents to more senior managers without undue tension and nervousness; Determines the best way to get things done with more senior managers by talking their language and responding to their needs; Crafts approaches to working with more senior managers that are seen as appropriate and positive</i>
MANAGERIAL COURAGE <i>Doesn't hold back anything that needs to be said; Is not afraid to provide current, direct, and "actionable" positive and corrective feedback to others; Lets people know where they stand; Faces up to people problems on any person or situation quickly and directly</i>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Orlando VLC
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.