



Job Title: Director of Budget

Department: Financial Services

Reports To: Chief Financial Officer

Grade: BG-12

Number of Days: 12 Months

Security Access: ESC

Overtime Status: Exempt

Last Revised Date: July 17, 2014

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Coordinate the development and implementation of the District's budget.

Minimum Qualifications:

Education:

- Bachelor's or master's degree in accounting, finance or business administration

Specialized Knowledge, Licenses, etc.:

- Working knowledge of school finance law

Experience:

- Five years of accounting, budgeting and financial analysis
- Spreadsheet, Word and Power Point software and mainframe financial system experience

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Coordinates the development of the Preliminary School Budget and Financing Plan and related amendments
- Manages the Budgetary Transfer and Budget Amendment processes
- Maintains and controls the Budget Session reports
- Monitors the District allocations and adjusts them as required by the School Budget and Financing Plan or by revenue receipts
- Coordinates the preparation of the proposed budget work papers for analysis, distribution and revision
- Manages the process to initiate the approved operating budget systemically for the new fiscal year
- Coordinates with the other Department Directors in updating the account coding system
- Coordinates with Information Systems Services and Accounting Office in updating the financial software system
- Supervises the input of detail salary budget information into the expenditure budget
- Supervises the preparation of a variety of state and local financial reports
- Supervises the preparation of a variety of budget analysis reports
- Assists Cabinet, Directors and Principals in the preparation of their yearly budget requests and with the ongoing revisions of their current year's budget
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- Maintains a current working knowledge of changes and developments in the Oklahoma Cost Accounting System and financial regulations and the related policies
- Serves as a member of the Leadership Team
- Serves on the finance performance excellence task force
- Serves on state and national committees related to school finance dealing with financial theories, application and software
- Promotes policies and practices that enhance the Department of Financial Services and/or the District
- Displays ability to work collaboratively with others on a team
- Performs other tasks as assigned by the Chief Financial Officer

Supervisory Responsibilities:

- Directly supervises the following staff level positions:
 - Two Senior Specialists for Finance/Budget
 - Budget Technician

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Normal effort of occasional periods of moderate physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.