

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8050  
Pay Grade: E08

FLSA: Exempt  
PTS

**MANAGER, BUDGET, FTE & COST REPORTING**

**REPORTS TO:**

Executive Director, Budget and Resource Allocation

**SUPERVISES:**

Financial Reporting Analyst  
Budget Assistant  
Budget Assistant II  
FTE Assistant

**QUALIFICATIONS:**

A bachelor's degree from an accredited college or university in accounting or business administration with special course emphasis in accounting plus four (4) years experience in activities directly related to the area of assignment. In addition, the incumbent must possess four (4) years' administrative/supervisory experience. Demonstrated working knowledge of accounting principles and financial expertise. Demonstrated proficiency in the use of Microsoft Office Suite.

**PREFERRED:**

CPA. Administrative or supervisory experience in Florida school budgeting, including capital budgeting.

**MAJOR FUNCTION**

Manages the resource allocation procedures, processes, and activities relating to projections, budgetary control, fiscal and impact analysis, monitoring and reporting for assigned areas of responsibility. Manages the FTE processes and procedures. Manages the cost reporting processes and procedures.

**ESSENTIAL RESPONSIBILITIES**

- Supervises procedures, processes and activities related to assigned areas of responsibility in the areas of Budget, FTE, and Cost Reporting Capital Outlay
- Assists in the preparation and maintenance of all budgets relating to assigned areas of responsibility
- Supervises budget and financial analyses, preparing related reports, and providing technical assistance to school, department and program staffs on budget and resource allocation matters in assigned areas of responsibility
- Manages reporting, compliance and monitoring procedures, processes and activities in assigned areas of responsibility, for meeting requirements of the Florida Department of Education, the Superintendent and School Board
- Responsible for submitting the annual budget to the Florida Department of Education and Department of Revenue
- Oversees the preparation of the monthly budget amendment and related agenda item for presentation to the School Board
- Assists in other areas of budgeting and resource allocation, as assigned
- Assists in managing the district's personnel position control system
- Serves as FTE administrator for the district
- Oversees FTE forecasting; data collection, analysis, compliance and auditing procedures, processes, and activities in order to maximize revenue and minimize FTE audit findings
- Supervises analysis of FTE survey reporting data to estimate related financial impact
- Research FTE and cost reporting topics and issues to evaluate compliance requirements and potential financial implications on district operations
- Manages cost reporting and cost analysis processes and activities to include required state cost and comparability reporting and district program cost analyses
- Coordinates class size compliance monitoring processes during FTE surveys

## MANAGER, BUDGET, FTE & COST REPORTING

### ESSENTIAL RESPONSIBILITIES (Continued)

- Serves as coordinator between the district and outside entities (e.g. Charter Schools)
- Assists in the development, analysis and monitoring of school, department and program staffing models
- Manages the preparation, monitoring and reporting of school, department, special center and capital budgets
- Responsible for the preparation of the district's five-year Capital Outlay plan
- Supervises the implementation and maintenance of budgetary systems for projects
- Oversees the maintenance and control of all scheduled and unscheduled project budgets
- Attends meetings of the Florida professional associations that provide training and legislative information when appropriate or sends a designee
- Coordinates activities between TIS and Budget Department
- Performs other related work as required

### TERMS OF EMPLOYMENT

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 4/93 BMP; BOARD APPROVED: 4/28/93; D & R Rev. 11/96 PBL; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED D&R, MQ's: 2/19 RAS; BOARD APPROVED: 3/09/10; REVISED FORMAT, SALARY SCHEDULE, QUALS, PREF, ER, ADA, 8/12 LM; BOARD APPROVED: 9/25/12; REVISED TITLE, PG, SUPERVISES, MF, ER 1/16 CH; BOARD APPROVED: 01/26/16

## MANAGER, BUDGET, FTE & COST REPORTING

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

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