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Director of Finance and Budget

A completed application includes all application materials and three supervisory references.

This position is posted until filled.

Applicants are encouraged to submit their materials in a timely fashion.

Description:

Under the supervision of the Chief Business and Technology Officer, the Director of Finance and Budget serves as the budget and finance officer and is responsible for supervising the preparation and submission of all school system budgets to the Chief. Provides leadership for improving fiscal responsible, budget preparation, and financial supervision to the department through cross-departmental collaboration. The Director of Finance and Budget will ensure that Federal and State laws and procedures are followed and supported by using best accounting practices and budgetary guidelines. Assignments require analytical thinking and extensive independent judgement through all phases of the budget cycle: formulation, justification, presentation, and execution. Performs advanced level administrative financial work under executive level direction and is responsible to prepare and submit all school system budgets to the County Council.

Essential Job Functions:

- Provides leadership and oversight in all matters related to the operation, coordination, and evaluation of all programs and initiatives within the department.
- Ensures compliance with COMAR, Maryland State Department of Education (MSDE), and Howard County Government legislation.
- Supports the Restorative Justice work of the HCPSS.
- Provides oversight and leadership for the development and submission of budgets related to state and federal grants and HCPSS operating budgets.
- Maintains the charge of the administration of the financial affairs of the school system.
- Enforces of the collection of revenues in the manner provided by law and policy.
- Oversees custody, safekeeping and investing, as permitted by law, of all funds and securities belonging to or by law deposited with, distributed to or handled by the school system.
- Oversees the disbursement of school system funds.
- Monitors supervision of all accounts.
- Controls of all expenditures on the basis of budgetary appropriations and allotments.
- Manages subordinate supervisors, including the Accounting and Budget Managers, who supervise employees in the department. Is responsible for the overall direction, coordination, and evaluation of these units.

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervision of interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Attends HCPSS Board of Education meetings and public budget hearings, as appropriate.
- Seeks, applies for, and facilitates grants aligned with programs within the office.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

Minimum Qualifications:

Applicants must meet all of the following qualifications listed below to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.

Education:

- Hold a Master's degree with major course work in finance, accounting or business.

Experience:

- Ten years of increasingly responsible work experience as an accountant engaged in finance administration, with at least five years of public finance administration.
- Demonstrated progressive success in business, finance, administration, or operations management.
- Demonstrated ability to lead, organize, coordinate and implement programs, develop effective relationships; prioritize and manage complex projects.
- Demonstrated managerial skills to include: participatory planning, decision making and problem solving; organization; delegation; evaluation; and team building.
- Demonstrated project management experience.
- In-depth knowledge of budget development and management.
- Evidence of successfully managing multiple tasks in a flexible manner.
- Evidence of presentation skills expertise with strong written and oral communication abilities.
- Experience with computerized accounting systems, spreadsheets, databases, word processing and emerging technology and information services.
- Ability to make decisions and resolve complex issues in a timely, organized manner.
- Outstanding human relations skills as demonstrated by working effectively with educational staff, students, and the general public.
- Excellent organization and time management skills.

Preferred Qualifications:

- Certifications: CPA, CPFO, SFO or other related appropriate certifications.
- K-12 Public School supervisory financial experience.
- Experience in: preparing the Comprehensive Annual Financial Report (CAFR).
- Presentations to governing bodies, agencies, testifying before public bodies in support of legislation.
- Investing surplus cash and other on behalf of the Howard County Public School System.
- Experience using data to make programmatic decisions.
- Experience developing school system budgets.
- Experience designing and delivering professional learning opportunities.

Salary:

This is a 12-month position, Group I on the Administrative Management and Technical Salary Scale. The current salary range is \$120,000-\$174,817. Salary will be determined by relevant experience and in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

Application:

A complete online application includes all application materials and three reference surveys. Applicants are encouraged to submit their materials in a timely fashion.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors

Additional Information:

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

Only applicants who submit all of the requested information by the date of the vacancy will be considered for this position.

Equal opportunity employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.