

# Loudoun County Public Schools

## Director, Budget and Financial Analytics (PS1519)

### JOB POSTING

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#### **Job Details**

*Title*

**Director, Budget and Financial Analytics**

*Posting ID*

**PS1519**

*Description*

#### **Position Overview**

The Budget and Financial Analytics Director performs complex and highly responsible job duties in the preparation, maintenance, and control of the School Division's annual budget. The Director develops and maintains financial models, tools, and reports to support complex financial analysis, ad hoc reporting, trending and forecasting. The Director analyzes and prepares accurate financial data and reports for surveys, requests for financial information, LCPS administration, School Board members and the Virginia Department of Education.

#### **Roles and Responsibilities**

*The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:*

- Supervises the planning, organization, preparation, analysis, and review of the annual budget for the School Division.
- Refines the budget document to improve its usefulness as an operations plan, a financial plan, a communication device, and a policy deliberations tool.
- Refines the budget preparation process to improve preparation tasks for program managers.
- Supervises the preparation all financial reporting outside of the comprehensive annual financial report, to include projections, monthly financial reports for the School Board and the state mandated Annual School Report; reviews for trends and variances and makes recommendations.
- Develops and maintains financial reports, models and tools to support analysis, trending and forecasting.
- Responds to inquiries from LCPS personnel, School Board members, citizens, and the press; obtains supplementary information as needed.
- Responsible for the budgetary approval and processing of financial documents in the budget and general ledger systems; responsible for maintaining the position control system to ensure that all hiring is for properly authorized positions.

#### **Qualifications**

*Below are the qualifications for this position:*

- Bachelor's Degree in Business, Public Administration, or related field from an accredited college or university; Master's Degree preferred
- Seven years of experience in budgeting and accounting administration; governmental budgeting and accounting preferred
- Demonstrating knowledge of the theory, principles, practices and techniques of budget, finance, and accounting
- Knowledge of research principles and forecasting techniques to include analysis, interpretation, and use of statistics
- Demonstrated professional and personal characteristics necessary for working effectively with school personnel and members of the community
- Strong technical skills to facilitate complex budget analysis
- Strong proficiency with Oracle E-Business Suite, Microsoft Excel and Microsoft Access

#### **Physical Requirements**

While performing the duties of this job, the employee is regularly talking, expressing, or exchanging ideas by means of the spoken word. The employee must convey detailed or

important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

**Telework Disclosure**

Employees who perform the responsibilities of the above position have been identified as having the potential to telework. Telework is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for telework privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are teleworking will work their required scheduled hours and gain approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Teleworking privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.

FLSA Status: Exempt  
Hiring Range: \$123,078-\$190,239  
Days/Months/Hours: 12 Months/248 Days/ 8 Hours  
Reports to: Chief Financial Officer  
Telework Eligible: Partial

*Shift Type*  
*Salary Range*  
*Location*

**Full-Time**  
**Copy Link - view: <https://www.lcps.org/Page/228782> / Universal Level 27**  
**Budget and Financial Analytics Office**

**Applications Accepted**

*Start Date*                      **03/30/2022**

**Job Contact**

<i>Name</i>	<b>BNF-02A</b>	<i>Title</i>
<i>Email</i>	<b>recruitment@lcps.org</b>	<i>Phone</i>