



EMPLOYEE NAME: _____

Revised: 1/86; 2/86; 5/88; 8/90; 3/91; 10/92; 5/93; 10/93; 11/94; 11/95;
1/98; 9/00; 12/01; 5/03; 10/10; 10/12; 6/18; 8/18; 10/18

JOB DESCRIPTION

POSITION TITLE: Director, Financial Planning and Analysis	JOB CODE: 465A
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Financial Planning and Analysis	WORK DAYS: 238
REPORTS TO: Chief Financial Officer	PAY GRADE: Rank A (NK01)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates the planning, development, and execution of the fiscal budget for Cobb County School District	

REQUIREMENTS:

1.	Educational Level: Bachelor’s Degree in Business Administration, Management or Accounting required; Master’s Degree preferred
2.	Certification/License Required: None
3.	Experience: 5 years’ experience in accounting, management or budgeting; Supervisory experience required
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; accounting, financial management, strong leadership and interpersonal skills; planning and organizational abilities

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Manages the Budget Department staff.
3.	Coordinates the preparation and implementation of the annual financial plan.
4.	Develops the school district’s continuation budget including budget guidelines and the annual budget calendar.
5.	Coordinates the preparation of, justification for, and additional analyses of the budget required by the budget review committees and the Board of Education; arranges and/or attends budget review committee meetings, records proceedings.
6.	Develops and implements training sessions for administrators and principals on financial planning and budgeting; acts as a technical consultant for financial matters with administrators and principals.
7.	Analyzes, forecasts, and controls expenditures and revenues; coordinates and controls the adjustment of budgeted funds.
8.	Establishes, appraises, and/or improves budgetary procedures.
9.	Prepares presentations, handbooks, graphs, charts, and reports relating to financial matters.
10.	Prepares miscellaneous financial/ accounting reconciliations.
11.	Attends professional conferences and training sessions to keep abreast of financial practices.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____