

Sample Role Summaries: Finance

To get a better understanding of the work Broad Residents perform, the summaries below are based on past Resident job descriptions. They describe the Resident's incoming projects and/or responsibilities at the time they were hired, but roles may evolve substantially during the two-year program.

These summaries are intended for informational purposes only. They are not necessarily examples of the roles that will be available this year.

Project A: District Funding Model

Working closely with the district's Chief Financial Officer, the Project Manager for the District Funding Model will be responsible for analyzing the district's current funding model. In addition, the Project Manager will (1) recommend and implement policy changes to create a more transparent budgeting process for district stakeholders, (2) streamline the financial model of the district and (3) work with the Superintendent's cross-functional team to share best practices with other departments, such as accountability and performance management, to increase the efficacy of the fiscal management of the district.

Project B: Performance Based Budgeting

Working with the district's Chief Financial Officer, the Special Project Officer for Performance-Based Budgeting will be responsible for developing and implementing a performance-based budget for the district. Specifically, the Special Project Officer will (1) work with each department to determine how dollars fund day-to-day operations and the resulting outcome, (2) develop and present a budget that ties dollars to performance, (3) create a transparent budget that indicates how each dollar is being spent and how it ties into the district's strategic academic goals, (4) develop strategic annual and long-term performance goals and (5) lead a task force of community members, board members, business leaders and district employees on performance based budgeting.

Project C: Position Control and Curriculum Projects

Working with the district's Chief Financial Officer, the Project Manager will be responsible for numerous projects, including position control and core curriculum development, all of which are integral to the district's strategic plan. As lead on the position control project, the Project Manager will (1) help to design, purchase and implement a new initiative to automate the budgeting, posting and filling of job vacancies within the district and (2) act as an inter-departmental liaison and work with the district's human resources, budget, technology and purchasing departments to successfully complete the project.

In addition, the Project Manager for the core curriculum development project will be responsible for (1) working with numerous departments, including teaching and learning, budget, facilities and strategic planning to forecast costs and trends for creating a core curriculum for the district

and (2) identifying potential funding sources, as well as make recommendations regarding reallocation of funds.

Project D: Budget Management

The Director of Accounting and Finance will be responsible for the financial and accounting operations of the entire organization while establishing the systems and plans required to meet its growth and financial sustainability plans. The Director will also play a significant role in business planning, budgeting and strategy. Specifically, the Director will (1) develop and manage school budgets, (2) develop sophisticated budget tools to link school enrollment with available funds, (3) oversee the organization's accounting and annual audit, (4) create a multi-year financial model and a road map for growth, (5) ensure that all schools meet local, state and federal rules and regulations and (6) create a purchasing system, including purchase order process and guidelines, for the organization.