

ALABAMA INSTITUTE FOR DEAF AND BLIND

P. O. Box 698 • Talladega, Alabama 35161



R-9923 Reference#1184525575030
Posting Date: June 28, 2024

Candidates who are blind or visually impaired and/or deaf or hard of hearing are encouraged to apply for this position and may be given preference in hiring as permitted by federal laws. Information related to disability is not required, and if disclosed voluntarily, will be used only in AIDB's efforts to create opportunities for individuals with exceptionalities. Non-disclosure will not subject any applicant to adverse treatment.

POSITION TITLE: Budget Manager
Alabama Institute for Deaf and Blind

ABOUT ALABAMA INSTITUTE FOR DEAF AND BLIND

Alabama Institute for Deaf and Blind (AIDB) is the world's most comprehensive education, rehabilitation and service program serving individuals of all ages who are Deaf, Blind, DeafBlind and multidisabled and their families. Founded in 1858, AIDB serves more than 36,000 infants, toddlers, children, adults and seniors with hearing and vision loss throughout Alabama each year.

Our services literally span a lifetime including five campuses in Talladega, ten regional centers located throughout the State of Alabama with programs that range from early and senior intervention, traditional and nontraditional education services in residential and outreach settings and a manufacturing facility that is the state's largest employer of adults who are Deaf, Blind, or DeafBlind. Our employees are among the organization's most valuable assets and resources. We share compassion for leveling the playing field for all. Our mission makes AIDB a unique place to work.

ABOUT THE ROLE

Our employees are among the organization's most valuable assets and resources. We share compassion for leveling the playing field for all. Our Mission makes AIDB a unique place to work and we invite you to be a part of the miracles that happen every day. As a member of the Business Services team, this candidate will thrive in a self-driven environment and work equally well with both management and team members.

Without the strength of our business services team, we would not be able to provide the industry-leading service we are known for. We are seeking an experienced and dynamic financial professional to oversee AIDB's budget. The ideal candidate will have experience in developing complex budgets, tracking planned and unexpected spending, and making recommendations based on financial data.

As a strong communicator and skilled financial analyst, you will make it your mission to streamline our budgeting and reporting processes. You will report directly to the Assistant Chief Financial Officer and play a vital role to aid in our continued growth.

AIDB IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

BASIC QUALIFICATIONS

- Bachelor's Degree in Accounting or Finance
- Minimum three (3) years of experience in budget preparation and financial analysis for medium to large sized organization.
- Strong financial and analytical skills.
- Strong Excel experience with exposure to an enterprise budgeting and ERP system.
- Proficient in Microsoft Office Suite or similar software.
- Excellent written communication skills.
- Ability to develop, plan, and implement long and short term goals
- Excellent organization and time management skills.
- A sign language proficiency level of SURVIVAL according to the AIDB evolutionary system must be obtained within the first thirty-six (36) months of employment.
- **Upon offer of employment, the applicant must submit to a fingerprint background check at an agency designated and paid by AIDB**

PREFERRED QUALIFICATIONS

- Master's in Accounting, Finance or Business Administration
- Exemplary history of budget or financial project management
- Experience in governmental accounting or auditing

DUTIES AND RESPONSIBILITIES

- Develop, present, and oversee financial budgets on an annual and quarterly basis.
- Ensure all budgets and financial processes align with company goals.
- Collaborate with executives, project managers, and cross-departmental leadership to set budget goals and ensure they're followed.
- Evaluate budget proposals and financial requests for viability.
- Forecast financial needs throughout the year.
- Track results and comparing them to key financial targets.
- Prepare cost estimates and plans, while providing necessary reporting, documentation, and financial assessments.
- Explain complex financial data clearly.
- Identify, flag, and analyze potential financial and budgetary risks.
- Provide financial summaries, reports, and recommendations as needed.
- Provide budget reports to management on a monthly basis.
- Report significant budget differences to management.
- Review monthly budget reports with school principals and department heads.
- Provide financial analysis.
- In conjunction with the Assistant CFO, establish financial and operating benchmarks, budgets, program monitoring, and reporting standards on a monthly, quarterly and annual basis.
- Other duties as assigned by the Assistant CFO.

SALARY: \$72,239 - \$122,762 Scale A1 Rank 03

Direct deposit is required.

260 Days

ALABAMA INSTITUTE FOR DEAF AND BLIND

Benefits:

- Health, dental, and vision insurance available
- TRS retirement
- Deferred compensation options available
- Paid time off
- 13 paid holidays

DEADLINE FOR APPLICATION: July 12, 2024

Click Below to Apply:

<https://al.harrisschool.solutions/AIDB/S/Application>