



Job Title:	Budget Manager	Wage/Hour Status:	Exempt
Reports To:	Associate Superintendent of Business and Finance	Pay Grade:	2A
Dept. /School:	Administration Building	Date Revised:	09/23/2011

Primary Purpose:

Direct and manage the operation of all financial and business affairs of the district including accounting, payroll, purchasing, risk management, and tax collection.

Qualifications:

Education/Certification:

Bachelor's degree in a business-related field or educational preferred

Special Knowledge/Skills:

Advanced technical knowledge of school finance, budgeting, accounting systems, and economics
Working knowledge of financial applications and accounting
Strong communication, public relations, and interpersonal skills
Ability to use personal computer and software to develop spreadsheets, perform data analysis, and do word processing
Ability to interpret policy, procedures, and data

Experience:

Five years experience in school business or financial department, preferred

Major Responsibilities and Duties:

Fiscal Management:

1. Reconcile bank statements.
2. Monitor and analyze budgets, verifying compliance with local, state and federal regulations.
3. Assist in budget control and planning for all funds.
4. Perform data entry functions of financial data for budget, journal entries, and payroll.
5. Prepare budget amendments and submits to the Associate Superintendent.
6. Collect data from district personnel for annual budget purposes.
7. Review and approve or deny computerized purchase orders as related to budget.
8. Assist in finding funds for special projects.
9. Assist in resolving payroll and accounts payable problems.

Policy, Reports, and Law:

10. Implement policies established by federal and state law, State Board of Education, and local board policy.
11. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
12. Prepare monthly financial and tax collection reports.
13. Prepare financial reimbursement reports for local, state and federal agencies.
14. Prepare budget amendments for the Associate Superintendent.
15. Prepare periodic and final reports for all federal funds.
16. Other duties as assigned.

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. Occasional district and statewide travel and occasional prolonged and irregular hours.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.