

BUDGET MANAGER**DEFINITION:**

Under direction of the Assistant Superintendent, Business Services, provide fiscal assistance relating to the planning, development and monitoring of the District budget including short and long term forecasts for income and expenditures, analysis, budget revisions; supervision of technical and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of budget functions including the preparation of current and long-range budget projections and forecasts.
- Maintain chart of accounts.
- Prepare California State Department Annual Financial Budget and Interim Reports.
- Maintain compliance with the State Account Code Structure (SACS).
- Provide monthly Board Agendas relating to budget and expenditure adjustments.
- Monitor budget.
- Monitor budget transfers.
- Provide materials for the training of clerical and administrative staff, including conducting in-services.
- Provide financial information for the collective bargaining process.
- Monitor requisition processing for funds and proper coding.
- Approve personnel hiring and status changes in relation to budget and coding.
- Prepare reports pertaining to budget status.
- Prepare multi-year projections.
- Initiate changes to mainframe financial programs.
- Prepare budget packages and materials.
- Meet with managers to review budgets when necessary.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Principles, methods, practices, trends and procedures of school district budget and financial record management, including office procedures and system analysis; computer based budgeting and accounting systems, including business software; correct English usage, spelling, grammar and punctuation.

Ability to:

Plan, organize and direct complex budget preparations; monitoring and forecasting; analyze; interpret technical and legal documents; prepare concise, comprehensive reports; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; establish and maintain effective working relationships.

Experience:

Three years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

A Bachelor's degree from an accredited college or university or equivalent specialized training and experience. Masters Degree preferred.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Possession of a valid California Driver's License.

Board Approved: July 10, 2002

Revised: October 8, 2002

Revised: August 12, 2008