



EMPLOYEE NAME: _____

Created: 8/12 Revised: 10/12; 6/18; 6/19

PROPOSED JOB DESCRIPTION

POSITION TITLE: Budget Manager	JOB CODE: 465C
DIVISION: Financial Services	SALARY SCHEDULE: Professional/ Supervisory Support
DEPARTMENT: Financial Planning & Analysis	WORK DAYS: 238
REPORTS TO: Director, Financial Planning & Analysis	PAY GRADE: Rank D (NK04)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Manages the District's Local School Budget operations and staff; assists in the planning and development of the fiscal budget; coordinates the local school budget development and allocation process.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree in Business Administration, Finance or Accounting or related field required
2.	Certification/License Required: None
3.	Experience: 3 years of experience in accounting or budgeting; supervisory experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; working knowledge of computers and software; leadership

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.	Hires, supervises, and evaluates Local School Budget staff.
3.	Coordinates the local school budget development and allocation process.
4.	Coordinates the preparation of the Annual Budget Popular Report.
5.	Reviews Board Agenda items and makes necessary budget adjustments.
6.	Reviews budget adjustments and associated documentation.
7.	Assists in providing budget administrators with technical advice concerning budget.
8.	Assists in preparation and implementation of fiscal year budget.
9.	Compiles financial/miscellaneous data for use in reports, presentations and meetings.
10.	Assists in the preparation of fiscal research, publications, reports, reconciliations, charts, and graphs.
11.	Attends appropriate meetings, trainings and seminars as directed.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____