# PROPOSED JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Manager, Position Control</th>
<th>JOB CODE:</th>
<th>465C</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION:</td>
<td>Financial Services</td>
<td>SALARY SCHEDULE:</td>
<td>Professional/Supervisory Support</td>
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<tr>
<td>DEPARTMENT:</td>
<td>Financial Planning &amp; Analysis</td>
<td>WORK DAYS:</td>
<td>238</td>
</tr>
<tr>
<td>REPORTS TO:</td>
<td>Director, Financial Planning &amp; Analysis</td>
<td>PAY GRADE:</td>
<td>Rank D (NK04)</td>
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<tr>
<td>FLSA:</td>
<td>Exempt</td>
<td>PAY FREQUENCY:</td>
<td>Monthly</td>
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<tr>
<td>PRIMARY FUNCTION:</td>
<td>Assists the Director, Financial Planning &amp; Analysis; assists in the planning and development of the fiscal budget; coordinates position control system and processes.</td>
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## REQUIREMENTS:

1. Educational Level: Bachelor’s Degree in Business Administration, Finance, Accounting or related field required
2. Certification/License Required: None
3. Experience: 3 years of experience in accounting or related fields; supervisory experience preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities supervisory experience preferred
5. Knowledge, Skills, & Abilities: Written and oral communication; computer technology; analytical skills; math aptitude; 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 departmental staff.
3. Prepares and updates financial procedures related to the District’s position control process.
4. Monitors and evaluates changes in personnel account codes in payroll system.
5. Coordinates, analyzes, and prepares regular reports on salary and benefit expenditures for the District.
6. Assists in the planning and development of the fiscal year budget.
7. Prepares the school personnel allotment sheets and formulas.
9. Reviews the flow of payroll information between payroll system and general ledger.
10. Assists in the preparation of fiscal research, publications, reports, reconciliation, charts and graphs.
11. Serves as backup for the Budget Manager.
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________ Date ___________________  

Signature of Supervisor _________________________ Date ___________________