

EMPLOYEE NAME: _____

Created: 6/15 Revised: 6/18; 6/19

PROPOSED JOB DESCRIPTION

POSITION TITLE: Manager, Position Control	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: Assists the Director, Financial Planning & Analysis; assists in the planning and development of the fiscal budget; coordinates position control system and processes.	

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.
8.	Coordinates the preparation of the annual budget for positions and the Annual Budget Document.
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 _____