



EMPLOYEE NAME: _____

Created: 8/12 Revised: 10/12; 6/18; 6/19 ;4/24

JOB DESCRIPTION

POSITION TITLE: Budget Manager	JOB CODE: 465C
DIVISION: Financial Services	SALARY SCHEDULE: Professional/ Supervisory Support
DEPARTMENT: Financial Planning & Analysis	WORKDAYS: Annual Administrative Employee
REPORTS TO: Director, Financial Planning & Analysis	PAY GRADE: Rank D (NK04)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Manages the District’s fiscal budget operations and staff; assists in the planning and development of the fiscal budget; provides analysis regarding budget and financial metrics.	
REVISION DATE(S): 4/24	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree in Business Administration, Finance or Accounting or related field required
2.	Certification/License Required: None
3.	Experience: 5 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; ability to work independently; strong analytical, organizational, and interpersonal skills; strong computer skills, including MS Word and Excel; 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 Financial Planning & Analysis staff.
3.	Coordinates the preparation of fiscal research, analysis, publications, reports, reconciliations, charts, and graphs.
4.	Compiles financial/miscellaneous data for use in reports, presentations and meetings.
5.	Coordinates the preparation of Annual Budget Reports.
6.	Assists in preparation and implementation of fiscal year budget.
7.	Assists in providing budget administrators with technical advice concerning budget.
8.	Reviews Board Agenda items and makes necessary budget adjustments.
9.	Reviews budget adjustments and associated documentation.
10.	Attends appropriate meetings, trainings and seminars as directed.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____