

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Budget Administrator
(Confidential Employee)

BASIC FUNCTION:

Under direct supervision of the Assistant Superintendent, Business Services, prepares, updates, and monitors all funds of the District's annual budget and assists with monitoring the District's fiscal, accounting, payroll, and purchasing operations; provides advice and assistance to site and District administration regarding the District's fiscal procedures.

ESSENTIAL DUTIES:

- Develops and monitors the District's annual budget and multi-year projections and prepares or monitors the preparation of all related State reports.
- Administers the annual operating budget and multi-year projections.
- Develops annual budget calendars and budget cycle events and target deadlines.
- Implements, monitors and reports on key performance measures, in conjunction with district personnel.
- Develops, implements, maintains and analyzes long-range financial forecast models.
- Prepare revenue projections, monitors budget structures throughout the year, and meet with departments to develop the budgets; review budget requests, prepare operating base budget recommendations, facilitate budget allocations, and recommend budget adjustments, as needed. Prepare monthly financial report and budget analysis.
- Prepares daily cash flow spreadsheets and monthly cash flow statements; classifies expenditures and verifies budget availability; verifies and processes budget transfers.
- Prepares, reviews, approves, completes, processes, or retains various forms, reports, correspondence, time sheets, personnel action forms, invoices, budget reports, financial records, contracts, codes, ordinance, policies, procedures, manuals, reference materials, or other documentation.
- Assists with maintaining position control; reviews, analyzes and provides approval for personnel requisitions for hourly work, stipends or other personnel expenses. Converts payroll file, reconcile to position control and assure Standardized Account Code compliance.
- Interacts closely with the Financial Analyst concerning accounting and budgetary functions.
- Responds to inquiries and provides detailed and technical information concerning related accounts, budgets, standards, principles, practices, transactions, issues, records, reports, requirements, laws, codes, regulations, policies and procedures.
- Researches, reviews, compiles, prepares, calculates, analyzes and revises financial and statistical data related to assigned accounts, budgets and activities; compare and reconcile ledgers, statements, records, documents and reports to identify errors and discrepancies; research, investigate and resolve financial issues, errors and discrepancies.
- Communicates with staff, consultants, contractors, the public, outside agencies, and others as needed to coordinate budget-related work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Communicates and assists in coordinating activities with auditors in the examination of the District's financial transactions.

- Prepares or coordinates the preparation of materials for posting or input into computerized information systems. Performs budget and financial record management and reporting functions to assure that established operational procedures, guidelines, and internal controls are followed. Develops, implements and monitors departmental procedures, forms, and regulations to assure efficient and effective practices.

- Ensures compliance with appropriate laws, codes, rules, and regulations and provides for the establishment and maintenance of appropriate records and audit trails. Performs higher-level technical and specialized budget and financial record management and reporting functions.
- Generates budget and financial reports for district administration, including data that may be used in confidential negotiations.

OTHER REPRESENTATIVE DUTIES:

- Assists in the development of accounting, payroll, purchasing, and financial record management and reporting systems and procedures.
- Assists with the accounting functions of the District, including internal auditing and other related fiscal services.
- May assist with coordinating the District's annual audit.
- Collaborates and communicates with business services division members to provide consistent, excellent customer services and facilitates cross training to support office, especially as needed during the absence of other team members.
- Participates in job-related or District trainings as required.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles, methods, practices, and procedures of school district accounting, budget planning, fiscal record management, auditing procedures, purchasing operations, and payroll systems.
- Legal mandates, policies, and regulations pertaining to educational budgets, accounting, payroll, purchasing and fiscal record management and reporting.
- General trends and current developments in public sector (governmental) budgeting including research methods and techniques.
- Computer-assisted accounting, budget, payroll, purchasing, and fiscal record management systems and equipment.
- Financial analysis and research procedures as they apply to financial methods.
- Collective bargaining practices and procedures.
- School district attendance accounting, construction project accounting, funding processes including, but not limited to, local control funding formula, and federal, state and local funding.

Ability to:

- Perform responsible and technical accounting, budget, and fiscal planning functions and activities.
- Prepare fiscal, financial, and narrative reports in a clear and concise manner.
- Review, audit, and verify financial statements and related summaries and reports.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions with minimal accountability controls.
- Interpret laws, rules and regulations.
- Establish and maintain cooperative working relationships with students, staff, and public.
- Review, evaluate, and approve purchasing documents.
- Review, analyze, develop and manage computerized accounting and other information systems.

MINIMUM QUALIFICATIONS:

Experience:

Five years of progressively responsible experience in accounting, business administration, or related experience comparable to that required to perform fiscal services operations in a California school district. School district experience preferred with responsibility in fiscal and business services.

Education:

Required: Bachelor's Degree in accounting, business administration, or closely related field from an accredited institution of higher learning.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy and responsibility
- Belief in high standards
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Low to Moderate noise level.

Physical Requirements:

- Ability to frequently stand, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist.
- Ability to frequently bend at the waist, kneel or crouch to retrieve and file materials.
- Ability to sit for extended periods of time.
- Ability to frequently lift and move up to 20 pounds.
- Dexterity of hands and fingers to operate standard office equipment.
- Seeing to read, post and assure the accuracy of accounting records.
- Hearing and speaking to exchange information.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to learn the procedures, functions and limitations of assigned duties.