

**JOB DESCRIPTION**  
**Puyallup School District**  
**Exempt Unrep - Level 5**

## **Budget Manager**

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### **Purpose Statement**

This position is done for the purpose of handling accounting duties relating to grants, contracts, accounts payable & receivable, budget, and other areas as assigned; providing general financial accounting support to staff and administration; and preparing financial statements, financial reports, and general ledger reconciliation.

### **Essential Functions**

- **Analyzes** and creates financial documents and reports (e.g., budget, financial statements, grants, etc.) for the purpose of providing required information and/or ensuring compliance with established policies and state law.
- **Performs** on-site audits and trainings for schools and Associated Student Body fundraisers for the purpose of ensuring compliance with established Local, State, and Federal laws.
- **Audits** federal and state regulated programs and other district functions (e.g., operations, transportation, ALE, cash handling, internal controls, etc.) for the purpose of ensuring compliance with financial, legal, and administrative requirements.
- **Compiles** statistical and financial data for the purpose of ensuring compliance with established regulations.
- **Coordinates** with administrators and other staff (e.g., data collection, year-end closing, payable/receivables, budget, federal time and effort, etc.) for the purpose of completing assigned duties accurately and in a timely manner and protecting the financial compliance and political wellbeing of the District.
- **Creates** and maintains a variety of manual and electronic documents, files, and records (e.g., budgets, chart of accounts, financial reports, grant expenditures, enrollment data, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance, internal control, and financial high-risk reporting.
- **Develops** accounting and financial policy and procedures for the purpose of improving internal controls and accountability.
- **Develops** and assists in the development of budgets (e.g., capital projects, associated student body, debt service, transportation vehicle funds, general fund, etc.) for the purpose of meeting state requirements and District goals.
- **Develops** documents and reports (e.g., financial statements, graphical presentations, memos, reports, letters, daily/monthly/quarterly/year-end reports, spreadsheets, account codes, budgets, journal entries, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with financial, legal, and administrative requirement.
- **Directs** assigned personnel for the purpose of maximizing their efficiency and meeting work requirements.
- **Reconciles** fiscal information and account balances as assigned (e.g., accounts receivable, warehouse, general ledger funds, payroll, report data, etc.) for the purpose of verifying accuracy of information, maintaining accurate balances, and complying with accounting practices.
- **Serves** as liaison and responds to inquiries from various internal and external sources regarding a diverse range of issues (e.g., staff, auditors, Internal Revenue Service, providers, county officials,

vendors, customers, etc.) for the purpose of providing information, direction and/or appropriate referrals and ensuring compliance with established regulations/requirements.

- **Assists** with the District grant application process, including preparation of budgets, spending compliance, and grant claims for the purpose of maximizing the District's grant revenue and ensuring compliance and grant requirements.

### **Minimum Qualifications**

Bachelor's degree in Accounting or related field. 3-5 years of targeted job-related experience with increasing levels of responsibility is required. Preference will be given to candidates who have experience implementing and managing business functions, especially in a Washington public education setting.

### **Required Knowledge, Skills, Abilities**

*Knowledge* is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes; governmental accounting/bookkeeping principles; and pertinent codes, regulations, policies and/or laws, including GAAP, GASB, WA state sales tax, etc.

*Skills* are required to perform multiple, technical tasks with a need to frequently upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include using pertinent software applications; preparing and maintaining accurate records; planning and managing projects; performance accounting procedures; and operating standard office equipment.

*Abilities* is required to schedule several activities, meetings, and/or events; often gather, collate, and/or classify data; and consider several factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include adapting to changing work priorities; being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working with constant interruptions; and working with detailed information/data.

### **Licenses/Special Requirements:**

Professional certifications in the field of accounting preferred. Valid Washington State driver's license; Criminal Justice Fingerprint Clearance; must be bondable as a public official.