



MANAGER

BUDGETS AND ACCOUNTING

JOB DESCRIPTION

JOB TITLE: Manager - Budgeting and Accounting
REPORTS TO: Chief Financial Officer
LOCATION: Education Support Services

FLSA STATUS: Exempt
PAY GRADE: SAT 12
DAYS: 260
JOB ID & DATE: SAT-62, June 2023

JOB PURPOSE SUMMARY

Responsible for managing the budgeting functions within the district to include financial planning and forecasting, departmental and school budgets and other funds. Works to continuously improve upon the soundness and compliance with the district's budgeting and forecasting policies and procedures and develops and promotes positive relationships with customers.

REQUIREMENTS

Education Level Details

Bachelor's degree in Business, Accounting, or Business Management
Master Degree Preferred

License / Certification / Language Required

CPA Preferred

Work Experience Required

Minimum of five (5) years' experience, K-12 school district or governmental agency experience preferred.

Minimum of two (2) years supervisory experience required.

Experience using or working with ERP systems is preferred.

Other Skills and Abilities Required.

Proficiency with Microsoft Office products and Google Apps and working knowledge of ERP systems.

Effective time management and organizational skills.

Highly effective verbal and written communication skills required.

Ability to focus attention to detail, maintaining accuracy.

Effectively handles multiple demands and competing deadlines.

Works collaboratively with others on a team as well as with internal customers, staff, vendors, and members of the business community.

Ability to display a sense of urgency as appropriate when working with internal/external customers.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Responsible for initiating and implementing sound budgetary practices to manage all budgeting functions of the district.
- Responsible for directing the budget practices and policies of the district to ensure that all financial records are maintained in accordance with Board of Education and state policies. Work to identify, adopt and implement prevailing budgeting practices in order to improve operational efficiency and effectiveness. Prepare and coordinate the development of the district budget and monitor throughout the year with the aid of the Chief Financial Officer to ensure the proper maintenance of budget control systems in order to safeguard district assets.
- Aid in the preparation of all variance analysis, reporting and projection of balances and other necessary reports for submission to management and Board of Education. Manage and analyze district budget data to ensure informed decision making. Prepare and submit, in an accurate, complete and timely manner, all reports for the Colorado Department of Education.
- Maintain, review and develop budget controls applicable to each individual school and department throughout each fiscal year. Provide budget development training and support to schools and departments. Serves as advisor with District stakeholders for budget related training, general information and budgetary assistance. Responsible for evaluating and recommending enhancements to the existing financial information system and reporting in order to improve operational efficiencies.
- Assist in the completion of the district Annual Financial Plan and Budget in conformity with state laws, Colorado Department of Education requirements, Board of Education policies and governmental budgeting best practices. Compile the data and documents necessary to set the mill levy requirements and assist in the preparation of the presentation for the adoption by the Board of Education and communicate with other local agencies.
- Prepare multi-year forecasts for financial planning purposes. Responsible for monitoring economic changes, variables and assumptions in regards to the School Finance Act, pupil count information and all necessary and relevant information for financial planning.
- Develop and manage position control systems for all district positions and ensure proper account coding with payroll staff. Ensure allocations are being met district wide, and create reports when needed.
- Assist with the preparation of quarterly financial reporting and reviews and the annual audit.

CORA Related

- Review and interpret requests for records, data and information to provide an appropriate response in a timely manner. This duty is not limited to communicating with external customers to adequately define the scope of the request. Response to requests are timely, organized, complete and thorough. This position works with staff to gather and review response materials to the request so that the response contains all appropriate, responsive, non-privileged materials.

Records Management Operations

- Develop and administer processes, policies and procedures pertaining to all aspects of budgeting and forecasting.

Reports and Training

- Run edits, reports and verification checks on data to ensure the accuracy of information.
- Distribute edits and reports to the appropriate staff for analysis
- Provide employee and administrative level support for Infinite Campus
- Implement and comply with policies established by federal and state laws, State Board of Education rule, and local board policy; comply with all district and campus routines and regulations

Documentation

- Maintain accurate documentation.

Other

- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or

move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in office locations. The Employee may be required to temporarily work from a remote location in the event of a district shut-down or other event.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____
Signature: _____ Date: _____