

**27J SCHOOLS
EXEMPT JOB DESCRIPTION**

Job Title: Budget Manager
**Date Prepared or
Last Modified:** March 18, 2022,
Work Year: 260 Paid Days
Department: Finance
Reports to: Budget Director

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 20% 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 Budget Director and district budget staff to ensure the proper maintenance of budget control systems in order to safeguard district assets.
- M 10% 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.
- D 20% 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.
- A 10% 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
- A 5% 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.
- D/W 25% Develop and manage position control system for all district positions and ensure proper account coding with payroll staff. Ensure allocation are being met district wide, and create reports when needed. Direct human resource activities for budget staff; hire, manage, mentor, discipline, terminate; accordingly ensure professional development and conduct evaluations
- . . .
- D 5% Assist Accounting Department with the preparation of quarterly financial reporting and reviews and the annual audit.
- Ongoing 5% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements

listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: Bachelor degree or above in Accounting, Finance, or related business degree; or equivalent advanced training in Accounting, Finance, or related business field.

EXPERIENCE: Over 3 years of progressively responsible experience in planning and budgeting, preferably in a government or school district environment.

SKILLS, KNOWLEDGE, & EQUIPMENT: Strong technical knowledge of accounting standards and financial statement reporting. Expert competence with spreadsheet, database and accounting software and knowledge of computers are essential. Must possess excellent organizational skills in a complex environment and effective written and oral communication skills.

CERTIFICATES, LICENSES, & REGISTRATIONS: CPA License preferred but not required. Expert user of Excel required. Criminal background check required for hire.

SUPERVISION/TECHNICAL RESPONSIBILITY: This position spends up to 50% of their time with supervisory responsibilities. They will be responsible to train, direct work, evaluate, and recommend termination of the Budget Analysis.

JUDGMENT AND DECISION MAKING: Work is assigned by the Budget Director based on content of assignment in accordance with the job description. Decisions are made in collaboration with the Chief Financial Officer, Budget Director, school principals, department leaders, senior management and charter school financial representatives.

DIVERSITY OF DUTIES: This position crosses over into other areas within the building on a daily basis.

SAFETY TO SELF AND OTHERS There is minimal risk of injuries to self or others in this position.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. There are no lifting requirements of this job. There are no specific vision abilities required by this job.

WORK ENVIRONMENT: The noise level in the work environment is usually quiet.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, instruct, compute, evaluate and use interpersonal skills. The employee will frequently be required to compile and negotiate.