Adams 12 Five Star Schools

Job Description
Prepared/Revised: April 2025

Job Title:	**Manager, Accounting & Budget**	Job Code:	**250417**
Job Family:	**Non-Certified**	FLSA Status:	**Ex – E**
Pay Program:	**Administrative**	Pay Range	**L14**
Typical Work Year:	**12 months**		

SUMMARY: The Manager of Accounting and Budget leads financial planning, accounting, and budgeting functions, ensuring compliance with GAAP, GASB, and district policies. This role manages financial reporting, supervises accounting and budget staff, and collaborates with internal and external stakeholders to maintain fiscal integrity.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Oversee financial reporting, compliance, and the preparation of the Annual Comprehensive Financial Report (ACFR).and reports to the Colorado Department of Education.	D	15%
2. Manage general ledger maintenance, reconciliations, and financial projections.	D	15%
3. Lead the development and monitoring of the district's budget.	D	15%
4. Supervise accounting and budget staff, providing mentorship and professional development.	D	10%
5. Develop and review analyses, reports, and presentations for the Board of Education, committees, and leadership including quarterly and annual financial statements and monitoring reports.	M/Q	10%
6. Act as a primary contact for audits, ensuring timely and accurate reporting to regulatory agencies.	A	10%
7. Support the financial aspects of bond and mill levy elections by compiling data, preparing detailed financial projections, and assisting with voter information materials. Manage debt repayments, debt covenant compliance, and continuing disclosures.	A	5%
8. Collaborate with district leadership on financial planning initiatives and multi-year projections.	M/Q/A	5%
9. Implement process improvements in financial systems and reporting.	Ongoing	3%
10. Supervise financial compliance in procurement, budgetary control, and encumbrance accounting across restricted and unrestricted funds.	W	3%
11. Maintain strong relationships with schools, departments, and external partners.	Ongoing	2%
12. Oversee cash flow management and investment strategy to optimize financial resources.	W	2%
13. Develop and implement risk assessment measures for financial operations.	A/Ongoing	2%
14. Perform other duties as assigned.	Ongoing	3%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:
- Bachelor's degree in Accounting, Finance, Business Administration or related field.
- Master's degree a plus.
- Minimum of five (5) years' experience in accounting, budgeting or finance.
- Minimum of two (2) years supervisory experience required.
- School district experience preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Criminal background check required for hire.
- CPA, CMA, CPFO, SFO, or PMP certification preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Extensive knowledge of financial policies, budget development, and fiscal management.
- Experience implementing new GASB standards
- Strong understanding of state and federal financial regulations affecting public school finance.
- Expertise in enterprise financial systems and advanced reporting tools.
- Proficiency in risk assessment, internal control frameworks, and strategic financial planning.

- Excellent leadership, negotiation, and decision-making skills.
- Ability to communicate financial data effectively to stakeholders at all levels.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Advanced operating knowledge of and experience with Microsoft Excel.
- Operating knowledge of and experience with Microsoft Word and PowerPoint.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district financial system required within one (1) month after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Finance	5032

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Senior Accounting Specialist, P-Card Administrator, Accounting and Budget Analyst	3,1,6	1003, 5037, 250415

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Preparation and processing of expenditure transfers

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
11 to 25 pounds	X			
26 to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate			X	
Copy		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile				X
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	