

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Budget and Finance Manager

Classification: Management

Reports to: Director of Fiscal Services

FLSA: Exempt

Range: Classified Management
Salary Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: bachelor's degree in accounting, business administration or related field and/or five years increasingly responsible experience in financial/school business management.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license.

SUMMARY

Plan, manage and execute assigned functions relating to fiscal management, control and analysis; develop, control and monitor budgets as assigned; supervise and evaluate the performance of assigned personnel.

SPECIFIC RESPONSIBILITIES

1. Manage and control assigned functions relating to fiscal management, control and analysis; develop, control and monitor budgets and accounts;
2. Supervise and evaluate the performance of assigned personnel; recommend disciplinary and other personnel-related actions; train personnel in assigned areas.
3. Prepare, review and direct the maintenance of comprehensive narrative and statistical reports, records and files related to fiscal services.
4. Monitor appropriate work flow, computer system procedures, staff development, priorities and work assignments.
5. Perform a variety of financial transactions, budget or personnel transfers.
6. Communicate with a variety of District administrators and personnel, and City, County and State departments or agencies to coordinate activities, resolve issues or concerns and exchange information.
7. Perform various duties related to payroll, financial accounting, associated student body accounts, student attendance accounting, purchasing, and administration of the financial computer system as assigned; prepare and present financial projections according to established procedures.
8. Develop and prepare a variety of budgets for the District; analyze and review budgetary/financial data.
9. Operate a personal computer.
10. Perform related duties as assigned.

SPECIFIC QUALIFICATIONS

Knowledge Of:

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.)

- Generally Accepted Accounting Principles, practices and procedures, and related laws, codes and regulations.
- Governmental Accounting Standards Boards statements.
- California School Accounting manual.
- Preparation, review and control of assigned accounts.
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- Financial analysis and projection techniques and financial reporting procedures.
- Collective bargaining agreements.
- Principles and practices of management, supervision and training.
- Budget control and revenue projections.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Microsoft Access and Office.

Ability To:

- Manage assigned functions relating to fiscal management, control and analysis.
- Control and monitor assigned budgets or accounts.
- Train, supervise and evaluate personnel.
- Maintain accurate financial and statistical records.
- Prepare and analyze comprehensive accounting reports.
- Plan and organize work.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Operate a personal computer and a financial computing system.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Meet schedules and timelines.
- Work independently with little direction.

PHYSICAL ABILITIES

Office environment.

Sitting for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read a variety of financial documents.

Hazards:

Contact with dissatisfied or abusive individuals.

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.)