

Budget Manager

Purpose Statement

The job of Budget Manager is done for the purpose/s of maintaining accurate financial accounting records of the school district for reference, audit and/or compliance; ensuring expenditures are classified appropriately and within budget limits and fiscal practices are followed; maintaining accurate account balances and complying with related policies, practices and/or regulations; and maximizing use of funds.

Essential Functions

- Assists the Executive Director of Finance with budget preparation and management for the purpose of providing budgetary information to administration, board members and a variety of public organizations in compliance with established regulatory guidelines.
- Assists Executive Director of Finance with required reports (e.g. financial /budget and grants, etc.) for the purpose of providing required information that is in compliance with district policies and other regulatory requirements.
- Develops reporting procedures and internal controls for the purpose of ensuring accuracy, efficiency and adherence to established internal policies and procedures.
- Investigates discrepancies in accounting information and/or documentation for the purpose of ensuring accuracy, providing written reference, conveying information, gaining feedback and ensuring adherence to established internal controls.
- Maintains payroll/general ledger interface and position control for the purpose of maintaining accurate financial payroll records and generated reports/forms (related to payroll) and ensuring that payroll position numbers reflect the individual employee assignment(s).
- Maintains inventory and fixed asset records as required for insurance and financial accounting for the purpose of ensuring accuracy, efficiency, and adherence to accounting practices.
- Monitors and reconciles general ledger for the purpose of maintaining accurate account balances and complying with related policies, practices and/or regulations.
- Monitors in-stock and printing requisitions processing for the purpose of providing an internal audit of services and documentation.
- Monitors and prepares bid documents, request for proposals, and related board enclosures for the purpose of providing necessary information for completing transactions, taking appropriate action and/or complying with established fiscal guidelines.
- Performs other necessary duties as assigned by the Executive Director of Finance for the purpose of ensuring the efficient and effective functioning of the department.
- Processes general ledger journal entries as approved by the Executive Director of Finance for the purpose of maintaining accurate records and providing up-to-date financial information.
- Responds to written and verbal inquiries for the purpose of communicating information to the appropriate person(s).

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; operating standard office equipment; using pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; concept of database structure; federal and state regulations and laws related to accounting and school districts, specifically fund accounting; office application software, specifically MS Office; and business telephone etiquette.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently 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 significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; meeting deadlines and schedules; maintaining confidentiality; working under time constraints; working as part of a team; establishing effective working relationships; working with frequent interruptions; adhering to district policies; and regular attendance except when taking approved leave.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; providing information and/or advising others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: Prefer Bachelor's degree.

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Kansas Bureau of Investigations
Physical and Tuberculosis Clearance
Kansas Department of Children and Families

FLSA Status

Exempt

Approval Date

Salary Grade

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