

## **Wichita Public Schools - Manager, Budgeting JobID: 13863**

**Position Type:** Administrative/Business Support/Budgeting

**Date Posted:** 5/14/2018

**Location:** Alvin E. Morris Admin Center (AMAC)

**Job Title:** Manager, Budgeting

**Position Function:** The Budget Manager position was established for the purpose of utilizing the District's resources efficiently; ensuring financial legal compliance; providing financial information timely and accurately; and satisfying internal and external customers in regards to financial matters.

### **Essential Performance Responsibilities:**

- Prepares the district's annual budget documents timely and accurately in a way that meets legal requirements, maximizes resources and satisfies internal and external customers
- Assists with the preparation of the district's GASB Comprehensive Annual Financial Report
- Analyzes a variety of financial information (e.g. revenues, expenditures, cash management, cost projections, etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds, and/or ensuring overall operations are within budget
- Performs departmental personnel management functions (e.g. interviewing, evaluating, supervising, training etc.) for the purpose of maximizing departmental productivity and efficiency and achieving district objectives within budget
- Implements internal controls adequate to protect financial resources and ensure data integrity
- Monitors and projects revenues, expenditures, and cash balances in a way that ensures allocations are accurate, expenditures are within budget limits, fiscal practices are followed, all district financial obligations are met, and resources are efficiently utilized
- Ensures that no material miscalculations occur which could result in inadequate allocation of resources or in a loss of faith with the unions or the public
- Responsible for the documentation of process flows and procedures for all budgeting functions
- Responsible for functional expertise and decision-making regarding the financial systems
- Utilizes the financial systems to realize efficiencies
- Assists a variety of external agency personnel (e.g. auditors, grant representatives, regulatory agency staff, etc.) for the purpose of providing information, general support, and risk assessment of district operations
- Demonstrates excellent internal and external customer service on all budgeting issues and financial reports
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of training district employees, communicating information, gaining feedback, and ensuring adherence to established internal controls
- Researches financial topics and related legal issues (e.g. discrepancies, current legislative trends, etc.) for the purpose of evaluating compliance requirements and potential implications on district operations
- Responds to a wide variety of inquiries of staff, district personnel, other professional organizations, etc. (e.g. accounting guidelines, expenditure status, grant guidelines, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Refuses unreasonable customer requests while presenting alternative solutions to satisfy customer needs
- Assumes responsibility for certain functions of the financial services division in the absence of the Chief Financial Officer

**Additional Duties:** Assists with additional duties as assigned by the Chief Financial Officer.

**Equipment:** This position may require the ability to use SMART boards and iPads in addition to basic office equipment such as computers, copiers, scanners, and fax machine. Must always comply with USD 259's guidelines for equipment use.

**Travel:** Limited travel between schools and central offices may be required.

### **Physical and Mental Demands:**

- Work in standard office and school building environments
- Additional demands upon request of Chief Financial Officer

### **Knowledge, Skills, and Abilities:**

- Ability to communicate effectively both verbally and written in order to communicate with others inside and outside of the organization for the purpose of giving and obtaining information

- Advanced computer proficiency and the ability to effectively use Microsoft Word and Excel which may be determined and validated by testing
- Use of good judgment to make decisions on recurring assignments
- Ability to perform a variety of technical tasks, change assignments on short notice, perform under deadlines and work in a calm and efficient manner
- Displays a significant degree of professionalism and confidentiality
- Ability to conform to proper standards of professional dress and appearance
- Knowledge of company's mission, purpose, goals and the role of every employee in achieving each of them

**Interrelations:**

- Contact with personnel within the district and with customers and vendors
- Will be working under the Chief Financial Officer in order to complete day to day tasks
- Will be working with a diverse population requiring the ability to handle all situations with tact and diplomacy
- Must understand and respond appropriately to customer needs and maintain a positive attitude with all customers and colleagues
- Expected to interact with all internal and external customers in a friendly, professional manner and provide quick, responsive customer service

**Employee Punctuality and Appearance:**

- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave
- Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator
- All employees are required to report to work dressed in a manner that reflects a positive image of USD 259 and is appropriate for their position

**Qualification Profile:**

- Bachelor's degree required
- Master's degree preferred
- Governmental accounting experience preferred
- Supervisory experience required; minimum four years' supervisory experience preferred

**FLSA Status:** Exempt

Please Contact:

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