

# MODESTO CITY SCHOOLS

REVISED

## Job Description

JC# 0159

### BUDGET MANAGER

#### OVERALL RESPONSIBILITY

Under general direction, analyze, supervise and perform specialized and complex work in the development, control and analysis of all District budgets; assist in district-wide budgetary functions; select, train and evaluate assigned personnel; and perform related work as required.

#### SPECIFIC RESPONSIBILITIES

1. Coordinate the ~~budget department functions and procedures including budget~~ development, preparation and implementation of District budgets; oversee applicable grant funds. *E*
2. Develop guidelines and procedures, budget calendar and supporting data for the various District budgets. *E*
3. Collaborate in the preparation of Prepare revised budget estimates for revenue, expenditures and beginning fund balances, including calculation of carryover balances; participate in budget review meetings. *E*
4. Supervise and review the preparation and data entry of budget revisions and transfers, including the preparation of related monthly budget reports and board agenda materials ~~by budget department staff.~~ *E*
5. Oversee the ~~process preparation~~ of division, department and site budget development forms; audit and reconcile budget development data and coordinate data entry into the budget development software. *E*
6. ~~Participate in budget review sessions, providing necessary documentation to the Deputy Superintendent, Business Services to facilitate the review process with district program managers to reconcile and approve budget submittals.~~ Maintain, audit and reconcile budgets; assemble, match, sort, tabulate, check a variety of financial and statistical data; review, adjust and assure accuracy of data entries; balance and adjust accounts. *E*
7. ~~Supervise and participate in the r~~Research, compile, prepare and revise collection and compilation of data related to budgets, accounts and activities for financial and statistical reports, projections, estimates and studies. ~~Interpret and provide technical assistance regarding District budget guidelines and regulations to ensure their correct application.~~ *E*
8. Collaborate with the preparation of Prepare county, ~~and~~ State and Federal required budgetary reports and forms. *E*
9. Serve as a technical resource to Advise administrators and staff regarding budget guidelines and regulations to assure proper application; advise administrators of budget account balances, resolve ~~problems and~~ discrepancies and make revisions as necessary in ~~compliance~~ accordance with established policies and procedures. *E*
10. Prepare statistical information regarding District costs for salary and other related personnel cost proposals during the ~~course of collective bargaining process and analyze future cost implications.~~ *E*
11. ~~Coordinator budgetary functions~~ Oversee and direct the budget portion of the District position control system, ensuring that all additions and changes meet District guidelines, are accounted for in the District budget and are coordinated with the Human Resources and Payroll departments; collaborate with outside departments to assure changes meet District guidelines and budgetary restraints. *E*
12. ~~Interpret and provide technical assistance regarding District budget guidelines and regulations to ensure their correct applications.~~ Interpret and provide technical assistance regarding District budget guidelines and regulations to ensure their correct application. *E*
13. ~~Serve as ex officio member of the Budget Development Committee.~~ Assist in the preparation of preparation of budget adoption, interim and estimated actuals required State reporting within the state approved software system. *E*

## **BUDGET MANAGER (continued)**

### SPECIFIC RESPONSIBILITIES (continued)

14. Work with information technology personnel in the development of programs and modification of existing programs to facilitate the preparation and presentation of budget development, documentation and reporting. E
15. Assist in the selection, supervision and evaluation of assigned personnel. E
16. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
17. Perform other related duties as assigned.

### WORK YEAR

Approved days as specified on the Management Salary Schedule.

### SALARY

Management Salary Schedule

### QUALIFICATIONS

#### Knowledge/Ability

##### Minimum Requirements:

Knowledge of and ability to apply basic accounting, budgeting and fiscal accountability methods, principles and practices, and their applications to a variety of budget transactions and problems.

Knowledge of information technology applications related to the budget process.

Ability to perform research, data collection and preparations of reports and financial documentation related to budget information and analyses.

Knowledge of and ability to operate a variety of office machines including computers, printers and other peripherals.

Knowledge of and ability to apply problem solving processes and techniques.

Ability to perform complex arithmetic calculations with accuracy and speed.

Ability to understand and implement complex oral and written directions given in English.

Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.

Knowledge of and ability to apply effective supervision techniques in directing and coordinating the work of others.

Ability to establish and maintain effective working relationships with administrators, staff and public contacts.

#### Experience

##### Minimum Requirements:

Two (2) years increasingly responsible experience successfully performing accounting and budgeting work.

##### Desirable Qualification:

Four (4) years increasingly responsible experience successfully performing accounting and budgeting work directly related to school or governmental budget development, including two (2) years experience successfully supervising budget and accounting work.

#### Education/Credential

##### Minimum Requirement:

Any combination of education and related experience equivalent to completion of four (4) years of college, including courses in the area of budgeting/accounting.

**BUDGET MANAGER (continued)**

QUALIFICATIONS (continued)

Education/Credential

Desirable Qualification:

Four-year degree from an accredited college/university in areas related to the position.

REPORTS TO:

~~Deputy~~ Associate Superintendent, Business Services or designee

~~Board Approved: 11/4/96~~

~~Revised: 11/13/2000~~

~~Cabinet Approved: 11/13/2000~~

Board Approved: 12/4/2000

Cabinet Approved: 2/11/20

Board Approved: