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<b>Position:</b>	Manager, Budget and Finance	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Budget and Finance	<b>Salary Grade:</b>	46
<b>Reports to/Evaluated by:</b>	Director of Budget and Finance	<b>Salary Schedule:</b>	Classified Management

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**SUMMARY**

Under general direction plans, organizes and supervises the duties of the Budget and Finance Department to ensure accurate and timely financial reports including quarterly SACS reporting. Performs highly complex fiscal related work according to generally accepted accounting principles, established administrative procedures, departmental guidelines, and regulatory requirements applicable to the position. Position exercises independent and highly technical thought and analysis in financial management to produce reports and recommendations.

**DISTINGUISHING CAREER FEATURES**

This is a management level position within the Business Services division, managing Senior Accountants and Financial Analysts. The position performs work which is complex and technical in nature. Work is performed independently, guided by California Education Code, Board Policy, Standard Account Code Structure (SACS) and standard operating procedures. Advancement to this position could be lateral or through the budget and finance ladder. Advancement would require additional education and experience. Prospective incumbents must have considerable supervisory experience or management training. Advancement from Budget and Finance Manager is possible with the proper level and variety of leadership experience, knowledge and formal education.

**ESSENTIAL DUTIES AND RESPONSIBILITES**

- Assists the Director of Budget and Finance in the preparation and administration of all financial reports, including but not limited to the annual budget, quarterly financial reports and the year-end financial report.
- Supervise, train and evaluate Budget and Finance personnel engaged in budget processing and related functions to ensure timely, accurate and legally compliant fiscal operations. Answer questions and provide staff support with issues of concern.
- Interprets and explains fiscal policies and guidelines to employees, sites and departments. Assists staff in the understanding and application of fiscal responsibilities, policies and procedures.
- Provides technical expertise to District leadership for all related budget areas and position control areas.
- Complete revenue and expense transfers. Reviews expenditures for compliance, analyzes variances and resolves variances with appropriate personnel.

- Maintain proper procedures, policies, rules and regulations that apply to State and Federal funding sources. Check budgets for compliance with these rules, regulations and policies.
- Assist the Director related to addressing audit exceptions, regulations, and reporting requirement changes and creates accounting practices and procedures to adhere to changes needed.
- Identify, and participate in maintaining, sound internal accounting controls. Applies preestablished accounting controls to balance sheets, fund accounts and special accounts according to generally accepted accounting principles.
- Maintains current knowledge of the State's Standardized Account Code Structure (SACS), ensuring the District Chart of Accounts is up to date and compliant.
- Complete quarterly SACS reports. Files Federal, State and local budget reports as required. Prepares various ad hoc and regular recurring reports for external agencies including those mandated.
- Initiate and develop processes regularly to achieve more effective and efficient processes within the Budget and Finance department.
- Performs other duties as assigned that support the goals of the department and District.

## **QUALIFICATIONS**

**Knowledge and Skills:** Considerable knowledge of the principles and procedures of accounting, auditing and finance with additional expertise in budget preparation, administration and position control. Comprehensive understanding of District operations, policies, procedures and goals is essential. Thorough knowledge of District financial processes and programs is essential. In-depth knowledge of Federal, State and local laws and regulations applying to District budget and financial operations is essential. Requires sufficient human relations skills to convey personal and technical information to all levels of staff.

**Abilities:** Requires the ability to perform all aspects of the position. Must be able to prepare clear, complete and concise financial records. Requires the ability to analyze situations, develop and adopt effective solutions. It is imperative that the incumbent be able to organize and prioritize work in order to meet rigid schedules and financial timelines. Must be able to manage and lead staff in a manner which encourages high morale and efficiency.

**Physical Abilities:** Requires sufficient hand coordination to use a keyboard for routine typing and data entry, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment.

**Education and Experience:** Bachelor's degree in accounting or related field required supplemented by four (4) to five (5) years of relevant experience in accounting, budgeting, public financial management or closely related field required. Experience in a school business or accounting office is preferred. Additional work experience may be substituted for higher education. Minimum of two (2) years supervisory experience.