BUDGET MANAGER

Job Title:	Budget Manager
Initial:	July 13, 2013
Revised:	May 13, 2021
Work Year:	Full Year
Office:	Business
Department:	Finance
Reports To:	Director of Finance
FLSA Status:	Exempt
Pay Range:	Professional Technical Range 3

Related Organization Chart

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        Director of
         Finance
            |
      Budget Manager
            |
     Assigned Finance
          Staff
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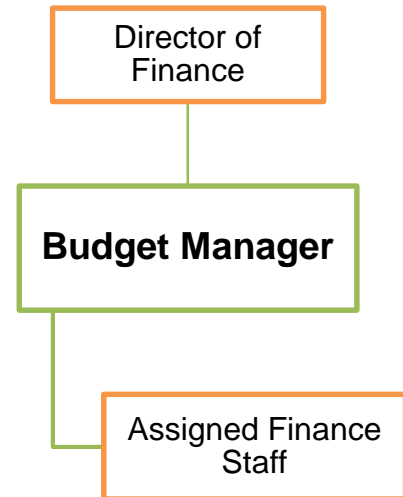
POSITION SUMMARY: The Budget Manager establishes and maintains sound budget processes for various subsets of the District's fiscal environment.

ESSENTIAL DUTIES & RESPONSIBILITIES
The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

Primary Responsibilities
- Establish and maintain budget and forecast systems for all projects / departments.
- Monitor budgets and cash flow to assure funds are being received and expended appropriately.
- Act as an authorized fiscal representative for the district.
- Provide assistance, support and training for district staff.
- Establish budgets with program administrators. Coordinate cost factors, receipts and budget administration.
- Ensure compliance with state/federal fiscal laws, regulations and Board policies.
- Maintain knowledge of legal and regulatory changes as well as strategic priorities of the District.
- Assist the Finance department with Month-End duties and reconciliations.
- Perform other duties as assigned.

Supervision & Technical Responsibilities: This position directly supervises other finance department staff.

Budget Responsibility: This position has direct responsibility for creating, managing, and reporting on the District's overall budget for all funds and working with department and school leaders to assist with their budget

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

details and working with charter locations on their school budgets.

QUALIFICATIONS
The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:
- Bachelor's degree required with preferred focus in Accounting or Finance or Data Management. In lieu of degree specificity, advanced training or work experience in those fields.

Experience:
- Minimum five years professional experience. Accounting experience preferred.

Knowledge Skills & Abilities:
- Statistical math, decision-making, analytical and accounting skills.
- Knowledge of accounting procedures.
- Demonstrated advanced expertise in the use of spreadsheets (MS Excel) and database (MS Access) software.
- Operating knowledge of other computer software packages such as Word, Outlook, Adobe Acrobat and accounting systems preferred.
- Excellent oral and written communication and interpersonal relation skills.
- Critical thinking and problem solving skills.
- Ability to communicate effectively with various stakeholders.
- Ability to perform responsibilities without the necessity of close supervision.

Certificates, Licenses, & Registrations:
- Criminal background check required for hire
- Valid Colorado driver's license required for hire

OTHER WORK FACTORS
The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.