

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: MANAGER-BUDGET**

#### **BASIC FUNCTION:**

Under the direction of the Director- Fiscal Services, perform complex technical work involving program budget control and analysis, program and District-wide budget development, and ADA reporting; compile various reports for management and County, State and federal government; supervise assigned personnel.

#### **ESSENTIAL FUNCTIONS:**

Train and supervise the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Monitor and adjust workflow and assignments to meet established time lines.

Perform technical calculations and analyses to prepare the annual budget.

Perform complex technical calculations needed to project program and fund income expenditures.

Perform monthly statistical analyses and comparisons of program expenditures in relation to the approved budget.

Work closely and cooperatively with program managers and site administrators to help prevent over-expenditures and advise if budget revision or reduction in expenditures is necessary.

Receive, analyze and prepare budget revisions for submission to the Board of Education.

Compile, organize and produce budget revision agendas for approval by the Board of Education.

Work with Human Resources, Payroll and Technology Services departments to maintain and improve the Position Control System.

Approve warehouse, purchase and travel requisitions after analysis to determine availability of budgeted funds, propriety/appropriateness of the requested expenditure, approval by the responsible manager and correctness of the coding.

Prepare department procedure manuals and handbooks.

Forecast revenues and expenditures.

Compile various reports for submission to management, the Board and County, State and federal governments.

Develop automated models used in the preparation of various financial reports, projections and analyses.

Design and present in-service programs to District employees regarding budgeting activities.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Technical aspects of accounting, budgeting and auditing.

Laws, rules, guidelines and regulations related to assigned areas.

Federally-accepted categorical and general funding guidelines and requirements.

District policies and procedures related to fiscal services.

Operation of a computer and assigned software including spreadsheet and specialized financial software systems.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Financial and statistical record-keeping techniques.

Principles and practices of supervision and training.

Preparation of comprehensive accounting reports.

**ABILITY TO:**

Perform complex technical work involving program budget control and analysis, program and District-wide budget development and ADA reporting.

Provide staff with budget explanations, guidelines and training.

Develop guidelines and procedures for staff to assure proper accounting and cash handling practices.

Maintain compliance with Board policies and procedures, State and federal guidelines and requirements.

Supervise and evaluate the performance of assigned personnel.

Meet schedules and time lines.

Prepare financial records, reports and statements.

Interpret, apply and explain rules, regulations, policies, procedures and governmental guidelines.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Plan and organize work.

Operate a computer and other office equipment as assigned.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate standard office equipment.

See to read, post and assure the accuracy of accounting records.

Hear and speak to exchange information and make presentations.

Bend at the waist, kneel or crouch to retrieve and file materials.

Sit for extended periods of time.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree in accounting, finance or a related field and five years increasingly responsible professional experience in accounting work.

**LICENSES AND OTHER REQUIREMENTS:**

Work occasional evenings and/or weekends to meet project and reporting deadlines.

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Office environment.