JOB SUMMARY.

Responsible for performing complex technical and analytical tasks relating to the development, maintenance, revision, and review of the District’s budgets and related processes.

DISTINGUISHING CHARACTERISTICS.

The Manager, Budget is distinguished from other fiscal management classes by its responsibility for the District’s budget.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.

2. Assists in the development and administration of the District budget; prepares and compiles budget projections for tentative, revised, and adopted budgets; prepares tentative, revised, and adopted District budget reports.

3. Establishes budget deadlines and ensures compliance with established timeframes; develops budget preparation materials for the District and trains appropriate personnel in the preparation of budget materials for submission; reviews submitted budget materials and ensures the appropriate input of data in a timely and accurate manner.

4. Creates and maintains District chart of accounts and budget account structure in accordance with Federal and State laws, regulations, and local and administrative needs, in addition to District policies and procedures; creates new account numbers as appropriate and adds to database; notifies appropriate internal staff when new accounts have been created; ensures the chart of accounts is captured and updated on the Fiscal Services web page.

5. Develops a controlled budget strategy for program needs to include short-term, intermediate, and long-range projections for resource allocation and appropriations.
6. Oversees the set-up, maintenance, and monitoring of accurate filing systems to support budgetary and fiscal activities.

7. Oversees the payroll interface posting to the financial ledger for all payroll groups; ensures accounting and budgeting errors are fixed accordingly and appropriate parties are notified of errors; ensures payroll is posted in a timely manner.

8. Oversees indirect costs for specific projects/grants on a quarterly basis; reviews and approves applicable reports, journal entries, and memos sent to project/grants managers; reconciles direct costs postings to ensure correct amounts are captured.

9. Monitors and analyzes departmental budgets; prepares, reviews, approves, and controls budget adjustments and expenditure transfers related to salary and benefit adjustments.

10. Analyzes and compiles financial data for special projects, studies or analyses; prepares analyses and other required reports.


12. Provides technical leadership and analytical support to District staff and administrators regarding budgetary development issues for various programs; reviews and analyzes legislation which affects the financial/budgetary status of the District and recommends changes as appropriate; interprets and explains District policy and procedures.

13. Assists the Director, Fiscal Services in the development and implementation of effective programs and support services for special projects; maintains direct contact with District staff and program directors regarding budget preparation, implementation, and control.

14. Assists the Director, Fiscal Services with year-end closing activities.

15. Monitors and analyzes categorical/restricted program budgets; reviews and edits categorical/restricted program reports in accordance with applicable guidelines, budgets, expenditures, and revenues; reviews and creates revenue budget reports under commitment control; oversees historical and current year data reports, ensuring the creation and updating of all funds and project/grants for all fiscal years within applicable financial database.

16. Maintains matrix of internal positions, including vacancies; calculates step, column, and salary settlements; reviews and processes personnel authorization budget adjustments based upon Governing Board approvals; prepares and maintains vacant position listings; reviews, edits, and calculates salary and benefits for position authorizations; oversees account code requests from departments; ensures the accuracy of communicated information.

17. Reviews, approves and controls budget transfers and revisions.

**Marginal Functions:**

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.

2. Participates in shared governance through service on planning and/or operations committees and task forces.

3. Performs related duties and responsibilities as required.
QUALIFICATIONS

Knowledge of:

1. Supervisory principles and practices.
2. Principles and methods of budgeting for governmental and/or educational institutions, including community colleges.
3. Generally accepted accounting principles.
5. Basic statistical and financial analysis and research procedures.
6. Basic research methods.
7. Applicable Federal, State and local laws, regulations and policies related to budget development and control.
8. Modern office procedures, methods, and equipment including automated computer information systems concepts, operations, capabilities, and applications in accounting and budget development and financial management.
9. Interpersonal skills, including the use of tact, patience, and courtesy.

Skill in:

1. Supervising, training and directing the work of others.
2. Utilizing a computer and related software applications.
3. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.
4. Interpreting complex data and information.
5. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
6. Communicating clearly and concisely, both orally and in writing.
7. Establishing and maintaining cooperative and effective working relationships with others.
8. Mediating difficult and/or hostile situations.
9. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
10. Compiling and organizing data from a variety of sources.
11. Maintaining accurate and complete records.
12. Maintaining confidentiality and discretion in performing work.
13. Performing research.
15. Establishing budgetary control mechanisms to capture transaction details for analysis.
16. Operating office equipment and supporting accounting and auditing functions; word processing, spreadsheet, and presentation applications; and an integrated relational database.
17. Accessing and extracting information from automated computer information systems for review and analytical use.
18. Working independently with little direction.
19. Planning and organizing work.
20. Meeting schedules and timelines.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Four years of increasingly responsible professional-level accounting experience in the preparation and analysis of fiscal operating and budget data, including two years of experience supervising employees.

**Education/Training:**

Bachelor’s degree in accounting, business administration, or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, administrators and outside government entities.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time; near visual acuity for preparing financial reports and recognizing numerical figures.