



## Job Description

Job Title: **Budget Manager**  
 Job Family: **Non-Certified**  
 Pay Program: **Administrative**  
 Prepared/Revised Date: **February 21, 2018**

Job Code: **3053**  
 FLSA Status: **Ex – E**  
 Pay Range: **L08**  
 Work Year: **12 months**

**SUMMARY:** Responsible for managing the budgeting functions within the district to include financial planning and forecasting, departmental and school budgets and other funds. Works to continuously improve upon the soundness and compliance with the district’s budgeting and forecasting policies and procedures and develops and promotes positive relationships with customers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for initiating and implementing sound budgetary practices to manage all budgeting functions of the district. Work to identify, adopt and implement prevailing budgeting practices in order to improve operational efficiency and effectiveness. Responsible for ensuring the proper maintenance of budget control systems in order to safeguard district assets.	D	20%
2. Manage and analyze district budget data to ensure informed decision making. Prepare and submit, in an accurate, complete and timely manner, all reports for the Colorado Department of Education.	M	10%
3. Maintain, review and develop budget controls applicable to each individual school and department throughout each fiscal year. Provide budget development training and support to schools and departments. Serves as advisor with District stakeholders for budget related training, general information and budgetary assistance.	D	20%
4. Responsible for the timely and accurate completion of the district Annual Financial Plan and Budget in conformity with state laws, Colorado Department of Education requirements, Board of Education policies and governmental budgeting best practices.	A	10%
5. Lead the process of completing the district’s multi-year financial plan and train budget staff on forecasting modeling tool.	A	5%
6. Responsible for assuring that Board of Education policies pertaining to budgeting are implemented and enforced. Responsible for recommending and implementing changes as appropriate.	M	5%
7. Manage position control processes; conduct analysis of salary and benefit expenditures.	D	10%
8. Direct human resource activities for budget staff; hire, manage, mentor, discipline, terminate; accordingly ensure professional development and conduct evaluations	D	15%
9. Perform other duties as assigned.	Ongoing	5%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree from an accredited college or university in Accounting, Finance, Business Administration or related field preferred.
- Minimum of five (5) years’ experience, K-12 school district or governmental agency experience preferred. Three (3) to five (5) years of progressively responsible budget experience.
- Leadership experience preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Strong oral and written communication, supervisory, budgeting, analytical and decision making skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Advanced operating knowledge of and experience with Microsoft Excel.
- Operating knowledge of and experience with Microsoft Word and PowerPoint.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district financial system required within one (1) month after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Chief Financial Officer	3091

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	Budget Analyst	4	5000

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Assist the CFO in development of the department budget for Financial Services.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile				X
Negotiate	X			

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	