

# SCHOOL DISTRICT OF GADSDEN COUNTY

## JOB DESCRIPTION

### BUDGET MANAGER

#### QUALIFICATIONS:

- (1) Bachelor's degree or higher from an accredited college or university with a major in either business, accounting, finance or related field.
- (2) Four (4) years of professional accounting experience that includes the handling of financial records and other business functions and transactions.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Knowledge of Generally Accepted Accounting Principles (GAAP)
- (2) Ability to strategically plan and serve as a catalyst for organizational change, cultivate a shared vision with others, and motivate others to transfer vision into action
- (3) Knowledge of contract administration and how contracts are included in the annual operating budget
- (4) Knowledge of the principles and practices of project planning, development, and evaluation
- (5) Knowledge of the concepts, principles, and practices of accounting, budgeting, and cost control procedures
- (6) Ability to establish and maintain effective working relationships provide for positive communication among staff
- (7) Ability to deal with conflict in a positive and constructive manner
- (8) Ability to receive constructive feedback in a positive and productive manner
- (9) Ability to utilize problem-solving techniques
- (10) Model and maintain high ethical standards
- (11) Ability to compile, review, and reconcile data for accuracy, completeness, and compliance
- (12) Knowledge of and ability to effectively interpret and apply related federal, state, and local laws, ordinances, rules and regulations
- (13) Knowledge of and the ability to effectively interpret and apply related Board policies, procedures, principles, and practices
- (14) Knowledge of applicable computer applications and basic computer functions and the ability to master software programs used in the Finance Office
- (15) Knowledge of TERMS and software used in a business environment expertise a plus
- (16) Knowledge of electronic data processing as it applies to fiscal and accounting activities

#### REPORTS TO:

Director of Finance

#### JOB GOAL

To assess, monitor, plan and manage efficient utilization of budgetary processes in a manner consistent with the objectives of the Gadsden County School District and to ensure compliance with GAAP, federal, state, and local laws, rules, and regulations by analyzing, verifying, and performing complex financial reconciliations.

#### SUPERVISES:

N/A

#### PHYSICAL REQUIREMENTS:

Light work: Exerting up to 30 pounds of force occasionally and/or up to 20 pounds of force frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District’s approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- 1) Assist with the staffing plan. Leads strategic planning and staffing responsibilities
- 2) Actively monitor and update the budget during the fiscal period for changes in FEFP, etc.
- 3) Assume responsibility for the operational management and administrative direction of the overall district budget to support the mission and vision of the district and its departments and programs
- 4) Recommend, interpret, and implement fiscal and accounting administrative policies and procedures
- 5) Assist and/or direct the investigation of errors and complaints relative to the district budget
- 6) Serve as the backup to the Director of Finance for draw down of funds to pay accounts payable and forecasting of cash flow
- 7) Perform other duties as assigned by Director Finance

**Interagency Communication and Delivery**

- 8) Understand, manage, and supervise all aspects of the budget and budgetary process
- 9) Conduct budget committee meetings to formulate the fiscal year budget
- 10) Prepare and monitor revenue projections for annual and long-term budgets and inform the Director of Finance of significant changes in projections so that corrective actions may be taken as needed
- 11) Conduct monthly reviews of project and program budget statuses and discuss with department and/or program directors
- 12) Manage relationships with all concerned parties regarding the budget, both internal and external
- 13) Provides budget amendments for Board approval

**Professional Growth and Improvement**

- 14) Understand and manage appropriate accounting procedures and processes
- 15) Participate in workshops and training sessions as assigned
- 16) Participate in the Florida School Finance Officers Association (FSFOA) conference along with the Director of Finance

**Systemic Functions**

- 17) Assume responsibility for formulating and administrating the annual operating budget and ensuring appropriate expenditure for all funds allocated
- 18) Maintain compliance with Truth in Millage (TRIM) requirements
- 19) Ensure that School Board financial policies and governmental regulations are consistently applied to assignment
- 20) Assist the Director of Finance with the Annual Financial Report
- 21) Assist external auditors with documentation requests and provide responses to business process inquiries
- 22) Maintain work area in a safe and secure manner
- 23) Assist the Director of Finance with required reports

**Leadership and Strategic Orientation**

- 24) Keep track of revenue receipts and assist Director of Finance in resolving delinquent revenue receipts
- 25) Provide leadership and direction in policy/procedural development and implementation to ensure greater accountability over the District budget to maintain proper budget protocols

- 26) Provide guidance and direction to senior District management involved in fiscal and accounting services and programs, which may include grant compliance, budget analysis, account reconciliation, and other areas affecting the budget such as purchasing, payroll, collections, and financial reporting