

**SUPERVISORY JOB DESCRIPTION**

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**BUDGET SUPERVISOR**

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**JOB SUMMARY:**

Under supervision from the Director of Fiscal Services, performs professional accounting work maintaining financial records and developing budgetary analysis and reporting; performs accounting operations in the completion of financial records reporting revenue and expenditure in all funds; develops and implements internal controls; performs position control.

**ESSENTIAL JOB FUNCTIONS:**

- Prepares and reviews detailed revenues and expenditures for the annual budget process, and other periodic state required financial reports
- Prepares and reviews statistical information and routine reports, special reports, surveys, and year-end reports.
- Prepares and presents financial materials effectively for staff or public meetings.
- Coordinates the completion and submission of periodic state financial reporting and interacts with auditors when necessary.
- Confers with executive leadership and various departments on the financial component of the Local Control and Accountability Plan.
- Oversees and maintains the position control process.
- Ensures budgets and expenditures are in compliance with state and federal programs.
- Develops and implements new processes and internal controls to improve efficiencies, maintain compliance, and enhance the quality of information provided.
- Confers with administrators regarding budgets and expenditures.
- Serves on various District committees to provide expertise and a financial perspective.
- Supervises budget staff activity, provides support and training to staff, coordinates the work of staff, expedites flow of work, and evaluates subordinates as required.
- Assists in interviews and assignment of personnel.
- Performs other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Professional knowledge of the methods and practices, techniques, terminology and systems used in governmental financial accounting record

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keeping; broad knowledge of data systems application; knowledge of personal computers and their software applications, including Excel, Word, and E-mail

- Ability to prepare complex financial reports, to assist with the District's budget department, and to supervise and train personnel; ability to maintain good working relationships with the public and fellow employees. Ability to organize thoughts and clearly disseminate information either orally or in written form.
- Three years of recent experience in finance, budgeting and/or accounting. Experience in a K-12 school district preferred. A display of gradual increase in responsibilities and accounting expertise.
- Graduation from high school or its equivalent supplemented by the completion of business, accounting, or finance courses in the practices, techniques, and application of accounting systems in public agencies.
- Experience with Business Plus and PeopleSoft software preferred.
- Graduation from a recognized college or university with course work in business, accounting, or finance preferred.

*Supervisory Salary Schedule: Range 25*  
*BOARD APPROVED: 01/18/23*