

TITLE: BUDGET SUPERVISOR

QUALIFICATIONS:

1. Experience at responsible level and/or college training equal to completion of advanced accounting curriculum; bachelor's degree in accounting desirable
2. Knowledge of methods, practices and terminology used in general and governmental accounting
3. Ability to follow oral and written directions
4. Ability to train and supervise work of others
5. Ability to use independent judgment
6. Ability to work harmoniously and effectively with administrators, staff and community

REPORTS TO: Administrator as assigned

SUPERVISES: Staff as assigned

PERFORMANCE RESPONSIBILITIES:

1. Develops, analyzes and monitors budgets as assigned
2. Completes all financial reporting requirements for projects as assigned
3. Performs specialized and complex tasks related to preparation and management of variety of budget and accounting records and reports pertaining to revenue, expenditures, accounts payable, accounts receivable and general accounting
4. Supervises data input relating to budget
5. Assists in preparation of long-range facility plans
6. Assists school sites and departments with budgeting and accounting from all funding sources
7. Monitors and approves school site and department budget requests relating to supplies, personnel, conference and travel, etc.
8. Acts as district liaison with state and county agencies as assigned
9. Assigns, prioritizes and evaluates work of staff as assigned
10. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; supervisory salary schedule, class 22

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable