

TITLE: PROGRAM BUDGET SUPERVISOR

QUALIFICATIONS:

1. Knowledge of elementary bookkeeping and business mathematics
2. Related experience at responsible level; school budgeting experience preferred
3. Knowledge of methods, practices and terminology used in general and governmental accounting
4. Ability to train and supervise work of others
5. Ability to follow oral and written directions
6. Ability to use independent judgment
7. Ability to work harmoniously and effectively with administrators and staff on all levels

REPORTS TO: Administrator as Assigned

JOB GOALS: To provide professional services which will contribute to effectiveness of department and services it renders

SUPERVISES: Staff As Assigned

PERFORMANCE RESPONSIBILITIES:

1. Oversight of school site program budgets and financial reporting requirements
2. Create school site program budget allocation
3. Assist school sites with development of program budgets
4. Assist school sites with budget/accounting problems from all funding sources
5. Complete accounting part of the Consolidated Application
6. Supervise data input relating to program budgets
7. Monitor and approve school site program budget requests relating to supplies, personnel, conference and travel, etc.
8. Supervises processing request for substitute for teachers attending conferences, workshops or meetings funded from school site program budgets
9. Perform other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; supervisory salary schedule, class 19

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