



Hemet Unified School District
1791 W. Acacia Ave., Hemet, CA 92545- (951) 765-5100

BUDGET MANAGER

JOB SUMMARY

Under supervision from the Director of Fiscal Services within a standard operational framework of policies and procedures, this single position classification is distinguished by major responsibility for managing and supervising the position control system; auditing and approval of position control related transactions; maintenance of position control related fiscal documents; perform specialized and technical work in the development, maintenance and analysis of assigned District budgets; research, compile, analyze and review complex and technical accounting data and records; assure the preparation and maintenance of comprehensive financial and statistical records and reports.

ESSENTIAL FUNCTIONS

- Assists Director in the development of annual budget development and ongoing revisions as it relates to positions;
- Monitors and analyzes encumbrances, and expenditures to ensure that expenditures are charged to the proper budgets;
- Ensures that government reports are disbursed timely and accurately;
- Works with independent auditors;
- Assists Director overseeing ASB;
- Assists Director overseeing student attendance;
- Conducts in-service workshops for attendance or ASB;
- Assists the Director with the supervision and evaluation of accounts payable staff;
- Works closely with Payroll and Personnel Services and field representatives in matters that relate to position control;
- Monitors and reviews current practice to determine areas of need;
- Analyzes and reconciles complex position control and related financial information;
- Approves modifications to salary schedules;
- Performs year-end closing procedures;

EMPLOYMENT STANDARDS

KNOWLEDGE OF

- Principles and practices of California public school and district accounting, including relevant laws with the Education Code and California accounting manuals;
- Principles of electronic data processing, office software applications including word processing and spreadsheets;
- Standardized account code structure;
- Audit guidelines and procedures for school district fiscal offices in the area of payroll, budget, attendance, and ASB;
- Bargaining unit contracts;

ABILITY TO

- Train and coordinate, supervise and evaluate work of employees under his/her direction;
- Perform financial clerical work of above average difficulty;
- Make arithmetical calculations with speed and accuracy;
- Operate office equipment such as calculators and computers;

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BUDGET MANAGER
(Continued)

- Operate data entry, computer terminals, and calculators;
- Interpret and resolve problems occurring in the natural flow of work;
- Audit and tabulate, balance, reconcile and extend data;
- Understand and carry out oral and written direction;
- Establish and maintain effective working relationships with others;
- Work cooperatively with those contacted in the course of the performance of duties.

EDUCATION

Associate Degree or better with college level or other professional development courses in bookkeeping, budget, and principles of accounting.

EXPERIENCE

Five (5) years of increasingly responsible experience in payroll or budget related work involving responsible account, financial, or statistical records maintenance to include attendance and ASB; with a minimum of two (2) years of supervisory experience.

LICENSE

- If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License;
- Maintain possession of such license;
- Have an acceptable driving record;
- Must be insurable at standard rates by District's insurance carrier and maintain such insurability.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential functions listed above. Physical Demands: Sitting (up to continuously); stand, walk, bend, stoop, look up/down (frequently); push, pull, twist, squat, climb stairs (frequently); repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files & phone (continuously); lift/carry office supplies up to 10 pounds (frequently), to 35 pounds (occasionally); use seeing, hearing and speaking. Working Conditions: Office environment: Exposure to: inside/outside temperature swings, use of office equipment & supplies, normal office noise. Constant interruptions. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job. Work outdoors and indoors. Exposure to: seasonal outdoor temperatures 38°-110°, dust, wind and sun, traffic and fuel odors; driving to various district sites.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Director of Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Classified Manager Position
Salary Range 37