

## **CONFIDENTIAL SENIOR BUDGET OFFICER**

### **DEFINITION**

Under direction of the Director, General Services, this position plans, administers and coordinates the operational and directive functions related to the District budget. Participates in the design, implementation, and evaluation of integrated budget, accounting, and management reporting systems. Coordinates and assists in the preparation of critical financial information required for collective bargaining planning, cost analysis and implementation. Prepares periodic and special reports containing descriptive and analytical content related to the District's financial activities. Reviews reports prepared by staff. Acts as a lead for certain projects.

### **TYPICAL DUTIES**

In coordination with the Director, General Services, manages the general operation of the annual District budget for all funds, including ensuring appropriate notice and publication; interpret and monitor compliance with established guidelines and legal requirements for assigned areas; maintain the District's chart of accounts; coordinate and supervise establishment of operating budgets; monitor expenditures to budget; primary responsibility for development of, and monitoring the unrestricted general fund budget including revenues and appropriations for authorized staffing levels and operational funds; implement the Board-approved budget, including oversight of position control activities for all funds, coordinate with Payroll, Human Resources and Employee Benefits on related matters; prepare and monitor the Capital Outlay Fund budget and file reports and claims with the State; determine instructional FTE utilization and instructional productivity levels; monitor counseling, nurse and librarian utilization; prepare counseling entitlement; monitor faculty load balancing; review budget transfers and accounting entries; coordinate, prepare or supervise preparation of fiscal statistical reports and required State reporting including the faculty obligation number, annual faculty hires information, daily enrollment reports as well as other attendance reporting; file attendance accounting reports with the State; prepare and file quarterly and annual 311 reports with the State; work with college instructional offices regarding scheduling of classes; work with admissions and records offices regarding student enrollment; prepare claims for contracts; participate in year-end close activities including closing assigned funds and sub-funds; confer with Information Technology, Human Resources and District staff regarding the development and enhancement of automated systems; recommend modification of programs as appropriate; perform special studies and analysis as requested by management; research, compile, and analyze data and prepare recommendations, summaries and reports; coordinate and supervise maintenance of other district funds as assigned; monitor compliance with State and Federal regulations, District policies and sound management principles with regard to budget preparation and control; interface with external and internal auditors for assigned areas; train, supervise, and evaluate the performance of assigned staff; may perform duties of assigned personnel, as needed; provide technical expertise to District staff regarding fiscal policy and accounting procedures; confer with District and College staff regarding budget procedures, schedules, and guidelines; participate on District-wide committees; review, interpret and draft contract terms; ensure appropriate payment or collection of funds; present workshops; provides analysis for collective bargaining proposals, including providing input in structuring proposals and coordinating the implementation of contractual provisions related to salaries and benefits Conducts studies related to budgeting, finance and economic analysis; prepares standard benefits rates; reviews external and internal financial reports prepared by staff; assist in the implementation of salary and benefit modifications; perform other duties as assigned.

## **QUALIFICATIONS**

### **EXPERIENCE**

Five years of progressively responsible experience in a business or financial environment, preferably in a school district or public agency.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

### **EDUCATION**

Bachelor's degree from an accredited college or university in business or public administration, accounting, finance, management or a related field.

### **KNOWLEDGE OF**

Principles, practices, methods, and systems of budgetary and financial management; principles, concepts, and theories of accounting; Federal, State and local laws, ordinances, codes, regulations, policies and procedures governing the financial management of the District; appropriate and sound internal control procedures and processes in a business environment; research, statistical and forecasting methods used in financial management; capabilities of computer applications in the management and reporting of financial data.

### **ABILITY TO**

Plan, organize, and develop detailed processes for reporting and tracking financial data; analyze and evaluate complex financial and statistical data and trends; interpret laws, rules and regulations related to business activities; identify problems, reason logically and develop effective solutions; develop, implement and modify budget and financial plans to meet District objectives; prepare comprehensive and concise reports; express complex concepts effectively in oral and written form; work effectively with others.