

BUDGET DEVELOPMENT MANAGER

REPORTS TO: Business Administrator

JOB TITLES SUPERVISED DIRECTLY: Secretary and Budget Control Assistant

GENERAL DESCRIPTION: Responsible for determining needs of the district in its various programs and preparing a budget plan to meet those needs within the framework of policies established by the Business Administrator.

SPECIFIC DUTIES:

1. Devise a budget development process and calendar to meet the needs of the district.
2. Actually develop the budget in accordance with direction given by the Business Administrator and input received from those with program or cost center responsibilities.
3. Maintains district budget controls through each fiscal year.
4. Responsible for the design and operation of a control system that will assure that no one expenditure is made that exceeds a properly approved district budget.
5. Reviews requests for budget transfers from those with program and cost center responsibilities, making budget adjustments throughout the year.
6. Calculates funds to be allocated to school for media, discretionary allocations, textbook and supplies, etc.
7. Serves on the Equipment Standards Committee and reviews all furniture and equipment requests, comparing them with the inventory and the equipment standards.
8. Review all personal clearance forms of new hires and changes verifying that account number is appropriate, valid, and that sufficient funds are available.
9. Maintain position controls on all contract positions to assure they are within allowed staffing levels.