



POSITION DESCRIPTION

JOB TITLE: <i>Manager I Financial Planning & Budget</i>		JOB CLASS: 1115
DATE 07/01/2020	DEPARTMENT OR SCHOOL Department of Financial Planning and Budget Services	DIVISION Office of Finance
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	EEO Category:
<p>POSITION SUMMARY: Develops, analyzes, executes and supervises budget processes. Evaluates the relationships between major program changes and the financial status of the district. Employs cost-benefit analysis to review financial requests, assesses program tradeoffs, and explores alternative funding methods. Provides leadership for school budget preparation, formulation, presentation, and execution. Examines and projects the impact that federal and state budget decisions will have on the district. Studies past budgets and estimates future financial needs. Ensures there are adequate funds for programs within the organization. Provides explanations for variances between actual results, forecasts, budgets and strategic plans. Conducts training regarding budget procedures. Analyses and fields questions regarding referendum funding and uses. Provides critical costing information under extremely time sensitive circumstances.</p>		

DESCRIPTION OF THE JOB:

1. Analyzes budget data, prepares and revises cost projections and budget and expense projections for multiple programs and funds; analyzes and monitors line item expenses; provides supervisor with historical information; makes budget recommendations; initiates, transmits, and posts budget and expense transfers.
2. Analyzes referendum funds, prepares and revises cost projections and budget and expense projections; analyzes and monitors line item expenses; provides supervisor with historical information; makes budget recommendations; initiates, transmits, and posts budget and expense transfers.
3. Supports budget development, tentative and adopted budgets and budget revisions; prepares financial reports for various stakeholders. Serves as lead on school budget allocation development, analysis, review and revisions. Maintains all related schedules, work papers and assumptions.
4. Provides direction and coordination over staff activities involving the department, analysis and written presentation of the official proposed and amended adopted budget documents in line with financial standards. This includes the overview, narratives, tables, exhibits, schedules, glossaries, assumptions, revenue statements, expenditure and staffing summaries and multiple year forecasts.
5. Reviews and/or prepares current, historical and pro forma financial information and related activity output data to identify opportunities to: enhance fiscal planning, streamline processes and procedures, improve internal financial controls and improve managerial reporting. As appropriate, recommends improvements in fiscal practices and follows through on implementation of approved changes.
6. Prepares and maintains an updated five year budget projection with related schedules, work papers and assumptions. Stays current on all approved Board actions that affect the financial operations of

the district and update five year budget projections accordingly. Seeks improvements to formats, processes and procedures used in multiyear forecasts.

7. Recommends methods for identifying budget variances and addressing year end surpluses and deficits at the school and district level. Schedules, oversees and expedites the fiscal year-end closing of the financial records for the department's activities and programs. Determines and prepares year-end closing tasks. Provides explanations for variances between actual results, forecasts, budgets and strategic plans.
8. Performs special analytical projects as assigned and maintain professional and technical knowledge in order to uphold responsibilities as subject matter expert. Stays current with all related state and federal regulations governing financial management and reporting requirements.
9. Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer services.
10. Supervises department and/or project staff according to the established policies and practices of the Office of Finance as requested. Assigns duties according to specified procedures, provides detailed instructions and frequently checks the work of others to ensure accuracy and timeliness.
11. Maintains confidentiality of personnel, programmatic and financial matters.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

The incumbent performs a variety of routine work within established policies and procedures and normally receives little instruction on day-to-day work and receives general instructions on new assignments from the Director of Financial Planning & Budget Services.

SUPERVISION EXERCISED:

Budget Coordinator IIIs, Budget Analysts, Budget Planning Assistants

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements: Bachelor's degree in Accounting, Finance, Public Policy or related field. A master's degree or equivalent knowledge needed; CPA and/or CGFM highly desirable, but not required.

Experience Requirements: Five plus years progressive experience in a combination of governmental accounting, budgeting and/or auditing. History with explaining complex financial information to non-financial individuals valuable. School district experience preferred. Experience and interface with senior level management and elected officials helpful.

Knowledge:

- Advanced knowledge and understanding of project budgeting and fiscal management
- Advanced knowledge and demonstrated proficiency in database applications, spreadsheet development and electronic document preparation
- Knowledge of the structure, operations and requirements of federal, state and local financial regulatory and funding agencies
- Knowledge of methods, practices, and terminology used in accounting, budgeting, forecasting and financial record keeping; state and federal reconciliation processes and reporting processes
- Knowledge of K-12 education planning methods, processes and systems

- Knowledge of methods, practices, and terminology used in accounting, budgeting and financial record keeping; state and federal reconciliation processes and reporting processes
- Knowledge of English to include grammar, syntax, composition, and business writing as needed to prepare written reports, memos, and correspondence, communicate with others, document activities, prepare training materials, and request information
- Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the District

Skills:

- Skill in examining and re-engineering operations and procedures, formulating process, and developing and implementing new strategies and procedures
- Strong analytical, problem solving and critical thinking skills
- Project management skills and the ability to resolve complex problems and issues
- Strong consultative and advisory skills
- Skill in developing policy and procedure documentation
- Demonstrated negotiating skills
- Strong listening, interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a collaborative/diverse community
- Highly developed communication skills, both verbal and written
- Skill in working on several assignments simultaneously, setting priorities, organizing resources and meeting deadlines
- Attention to detail

Abilities:

- Ability to make complex administrative/procedural decisions and judgments
- Ability to prepare financial reports and statements; perform mathematic calculations rapidly and accurately
- Ability to foster a cooperative work environment
- Ability to respond flexibly and positively in all circumstances, and to work calmly under pressure
- Ability to develop and maintain record keeping systems and procedures
- Ability to analyze budgetary line items for compliance and budget guidelines
- Ability to manage a large volume of projects with concurrent deadlines, work independently and use sound business practices to accomplish objectives
- Ability to work independently and as part of a team
- Ability to plan/organize to include time management, prioritizing tasks, and strategic planning as needed to meet deadlines, allocate resources, and achieve objectives under the pressure of competing assignments
- Ability to exercise good judgment and discretion, especially with regards to sensitive or confidential personnel or organizational matters
- Ability to assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem
- Ability to work extended hours to complete time sensitive assignments

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.* Work involves meeting multiple demands on a timely basis. Duties require additional hours outside the normal workday seasonally.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

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APPROVALS:

Supervisor_____ **Title**_____ **Date**_____

Compensation Services Manager_____ **Date**_____