

PALOMAR COMMUNITY COLLEGE DISTRICT

BUDGET MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform complex technical and analytical tasks relating to the development, maintenance, revision and review of the District budgets and related processes.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Fiscal Services; exercises functional and technical supervision over assigned classified, short-term, and student employees.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Assist in the development and administration of the District budget; compile budget projections for tentative and adopted budgets, monitor and analyze department and categorical/restricted program budgets.
2. Develop a controlled budget strategy for program needs to include short-term, intermediate and long-range projections for resource allocation and appropriations.
3. Prepare budget projections based on numerous potential scenarios; compile tentative, revised and adopted District budgets.
4. Provide technical direction and guidance of Fiscal Services staff including training, supervision and evaluation in accordance with District guidelines.
5. Analyze and compile financial data for special projects, studies or analyses; prepare analyses and other required reports.
6. Maintain District chart of accounts and budget account structure in accordance with federal and state laws, regulations and local and administrative needs, in addition to District policies and procedures.
7. Provide technical leadership and analytical support to District staff and administrators regarding budgetary development issues for various programs; review and analyze legislation which affects the financial/budgetary status of the District and recommend changes as appropriate; interpret District policy and procedures.
8. Maintain effective working relationships with the Governing Board, administration, faculty and staff.
9. Establish budget deadlines and ensure they are met, in coordination with the Director of Fiscal Services and the Vice President of Finance and Administrative Services.

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10. Develop budget preparation materials for the District and train appropriate personnel in the preparation of budget materials for submission.
11. Ensure submitted budget materials are input in a timely and accurate manner.
12. Assist the Director of Fiscal Services in the development and implementation of effective programs and support services for special projects; maintain direct contact with District staff and program directors regarding budget preparation, implementation and control.
13. Review, approve and control budget transfers and revisions.
14. Attend meetings and develop and provide informational workshops on budget-related issues as required; serve on District-wide committees as directed; serve as a resource to the Resource Allocation Committee (RAC).

MARGINAL FUNCTION STATEMENTS

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

1. Principles and methods of budgeting for governmental and/or educational institutions, including community colleges.
2. Generally accepted accounting principles.
3. General ledger accounting.
4. Basic statistical and financial analysis and research procedures.
5. Basic research methods, business letter writing and report writing techniques.
6. Federal, state and local laws, regulations and policies related to budget development and control.
7. Modern office procedures, methods and equipment including computers and word processing, spreadsheet, and integrated relational database applications.
8. Correct English usage, including spelling, grammar and punctuation.
9. Interpersonal skills using tact, patience and courtesy.
10. Principles and practices of administration, supervision and training.
11. Computer information systems concepts, operations, capabilities and applications in accounting and budget development and financial management.

Ability to:

1. Independently perform and direct research, analyze complex financial and statistical data, and develop summary conclusions and recommendations for budgetary action.
2. Interpret, apply and explain laws, regulations, policies, guidelines and practices pertaining to community college accounting and budgeting and financial matters.
3. Establish budgetary control mechanisms to capture transaction details for analysis.
4. Operate office equipment including computers and supporting accounting and auditing functions; word processing, spreadsheet, and presentation applications; and an integrated relational database.
5. Access and extract information from the District's computer information systems for review and analytical use.
6. Select, train, supervise and evaluate staff.
7. Analyze financial data and prepare financial reports, forecasts and recommendations using generally accepted accounting principles.
8. Communicate effectively both orally and in writing.
9. Analyze situations accurately and adopt effective courses of action.

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10. Work independently with little direction; plan and organize work; meet schedules and timelines.
11. Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

Four years of increasingly responsible professional-level accounting experience in the preparation and analysis of fiscal operating and budget data, including two years of experience supervising employees.

Education/Training:

Bachelor's degree from an accredited college or university with a major in accounting, business administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, administrators and outside government entities.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; near visual acuity for preparing financial reports and recognizing numerical figures.

5/11/2007