



Position Description

Position: Budget Supervisor	Position Number: 442801
Department/Site: Fiscal Services	FLSA: Exempt
Evaluated by: Vice President of Finance and Administrative Services	Salary Range: 9

Summary

Under the general direction of the vice president of finance and administrative services, the budget supervisor has direct responsibility for the establishment and control for the budgets of the District's 11 funds. It also requires specialized knowledge in government code account practices, budget development, and position control. Competency in budgetary research and monitoring expenditures is essential. Determines all costs associated with salary for all bargaining units and non-represented salary groups. Oversees the operation of three distinct and separate business entities, and the day-to-day accounting supervision of two general funds (unrestricted/restricted), special revenue funds, capital project funds, enterprise funds, and trust funds in excess of \$100 million.

Essential Duties and Responsibilities

- Develop, revise, maintain preliminary, tentative and adopted budgets.
- Preserve position control for certificated, classified, full-time and hour staff. Also control independent contractors to allotted amount.
- Monitor weekly budget accounting reports for expenditures in all 11 District funds.
- Audit various documents involved in financial transactions.
- Participate as requested on District negotiating teams. Project cost increases for potential raises and/or salary schedule changes.
- Coordinate mandated cost program.
- Provide training and technical assistance to staff for establishing budgets within their departments.
- Maintain chart of accounts for all funds so that the District is in compliance with budget accounting manual.
- Update health care cost increases and changes in employee status during open enrollment.
- Prepare income statements, balance sheets as requested by various departments on campus.
- Perform related duties as assigned.

Qualifications

Knowledge, Skills, and Abilities

- Knowledge of principles and procedures of accounting and finance with additional expertise in budget preparation, administration and position control.
- Knowledge of generally accepted financial processes and programs and of local, state, and federal laws and regulations applying to the District's financial operation.
- Knowledge of automated accounting systems and relational databases.
- Knowledge of practices and techniques in accumulating cost accounting information, including allocation of accounting data to determine standard costs or rates.
- Well developed mathematics skills to perform complex accounting and statistical computations.



Position Description

- Knowledge of negotiations strategies.
- Knowledge of institutional programs.
- Knowledge of facilities and construction projects and programs.
- Knowledge of various software programs, and commonly used office equipment (i.e., computer, calculator, fax machine, etc.).
- Management skills in budget formation and administration.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.
- Perform budgetary research and monitor expenditures.
- Prepare complex analyses and write reports which adequately communicate problems and solutions.
- Organize and prioritize work in order to meet rigid schedules and budget timelines.
- Initiate and conduct technical research, complete complex arithmetic, algebraic and statistical computations.
- Solve highly technical problems associated with financial transactions.

Physical Abilities

- Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods of time to accomplish data entry and deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and small group settings and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials and computer screens.

Education and Experience

- Possession of an associate's degree in finance or related field with a minimum of three years experience in community college budgeting/accounting.

Licenses and Certificates

- May require a valid driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.