

The Budget Manager reports to the Director of Business Services and is responsible for managing and performing the activities related to the annual district budget, state reporting, and preparation of the Annual Financial Report. This position ensures statutory compliance and has expertise and knowledge of pertinent federal, state, and local laws, codes, rules, regulations, and statutes. The Budget Manager supervises and develops employees, and partners collaboratively with school leaders, Business Services staff, and other District departments.

Competencies of the Budget Manager

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Communication:** Effectively communicates to audiences in diverse situations through strong written and verbal communication skills.
- **Developing Others:** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn and increase capabilities.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.

Essential Duties

- Manage, oversee, and perform the activities related to the annual district budget, state reporting, and Annual Financial Report.
- Provide and communicate budget and funding information for all school and District cost centers.
- Gather data, create reports, and provide information regarding District revenues and expenditures.
- Provide financial analysis and assessment of the budget including allocations, assumptions, and forecasting future revenues and expenditures.
- Develop and implement district policies and practices to ensure sound budget management including proper fund allocations as well as bond and override spending.
- Manage and assist audit activity as required; prepare and provide related documentation for audits and submit to appropriate agencies as assigned.
- Hire, supervise, and evaluate daily activities of staff; provide opportunities for cross-training and development.
- Support ongoing activities within the Business Services team as necessary.

Education and Experience

Bachelor's degree business, finance, accounting, or related field and 5+ years of experience in school finance is required, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements

AZ Fingerprint Clearance Card may be required based upon assignment.