

**KYRENE SCHOOL DISTRICT  
CLASS SPECIFICATION  
PURCHASING/BUDGET/PAYROLL MANAGER**

<b><u>DEPARTMENT:</u></b>	<b><u>BAND/GRADE/SUBGRADE:</u></b>	<b><u>FLSA STATUS:</u></b>
Business Services	C/4/2	Exempt

**CLASS SUMMARY:**

Incumbents are responsible for the management, oversight and supervision of business-related functions such as purchasing, budget, payroll, and warehousing functions.

Purchasing Manager. Duties include reviewing large purchase requisitions; analyzing market and delivery conditions; preparing solicitations for the procurement of materials, services, and construction including description of requirements, selection of sources, preparation and award of contract, and contract administration; establishing and chairing evaluation committees; debriefing vendors on evaluation process and award of contracts; administering one time and multi-year contracts by ensuring appropriate documentation is received; resolving contractual problems on multi-year contracts; conducting pre-bid and pre-proposal conferences and answering inquiries pertaining to solicitations; and, supervising and managing staff and resources assigned to purchasing and the warehousing functions.

Budget Manager. Duties include supporting the preparation of annual district budget, state reporting and preparing the Annual Financial Report. The Budget Manager will assist in the development of school and department budgets, assist in managing and oversight of the District budget. Duties will include assisting in the process and procedure development as they pertain to budget development, resource allocation and internal audits. The Budget Manager will gather data, create reports and provide budget, expenditure and revenue information. Responsibilities will include funding PARs, reporting Classroom Site Fund and bond and override reporting. The Budget Manager will supervise staff; perform the full range of supervisory responsibilities including directing work, training, and discipline and performance evaluation. The Budget Manager will provide support to the Business Services Director as needed.

Payroll Manager. Duties include the management of all payroll functions including the computation and posting of employees' time worked; oversight and production of timely and accurate payrolls; transfer of funds for direct deposit; and maintaining appropriate deductions and absence records for all employees. Responsibilities include preparing required payroll reports for employee and employer taxes, retirement, annuities, social security, garnishments, Medicare, unemployment and state and federal audit reports as needed; computing payroll adjustments and withholding taxes; preparing W2 forms for all employees; and preparing reports to the Arizona Department of Labor and the Internal Revenue Service. The Payroll Manager provides quality assurance for all payroll functions and supervises payroll staff. The Payroll Manager will provide support to and report to the Business Services Director.

Incumbents supervise staff, performing the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation.

The Business Services Manager is distinguished from other management classes in the focus on management and supervision of business services-related functions and staff.



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<b><u>ESSENTIAL DUTIES:</u></b> This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.	<b><u>PERCENT OF TIME</u></b>	<b><u>BAND/ GRADE RATING</u></b>
Manages assigned business services operation including the full supervision of staff and processes.	Daily 35%	C/4
Provides oversight of assigned business services functions and related processes including, as assigned activities such as establishing and chairing evaluation committees and documenting the process; serving as the district budget or payroll liaison; conducting contract negotiations; resolving and troubleshooting contract and business records problems issuing amendments and corrections as necessary; and responding to inquiries from vendors, administrators, and employees regarding assigned business services.	Daily 20%	C/4
As assigned, incumbents may administer one time and multi-year contracts ensuring proper documentation and reviews large purchase requisitions to ensure compliance with purchasing procedures and contract requirements; and/or prepare required state and federal reports and annual budget.	Weekly 15%	C/4
As assigned, incumbents may prepare payrolls, budgets or procurement solicitations including preparing internal and external documents and reports identifying budget, expenditure, contract and/or payroll considerations.	Monthly 10%	C/4
As assigned, incumbents may analyze regulatory, market and delivery conditions to include determining present and future needs researching current industry and regulatory standards and pricing; and providing ongoing budget, payroll and expenditure updating.	Quarterly 5%	C/4
Performs other duties of a similar nature and level as assigned.	As Required	

**Training And Experience:**

Bachelor's Degree in business, finance, purchasing or related field and five years experience in a purchasing function as a buyer or in school finance is required, depending on area of assignment; 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:**

- None



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**Knowledge of:**

- Based on area of assignment, pertinent federal, state, and local laws, codes, rules, regulations, recommendations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- As assigned, principals and practices of materials management, purchasing, budgeting, payroll computation and accounting;
- Data management and research methods;
- State and federal reporting requirements related to area of assignment;
- Management principles and practices;
- Safety procedures.

**Skill in:**

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Communicating effectively, both orally and in writing;
- Customer service and public relations;
- Training and leadership
- Conflict resolution and problem solving;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

**ADA and Other Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Class History Information:**

Prepared by Fox Lawson & Associates 9/2008  
Revised by Human Resource Services 9/2012  
Revised by Human Resource Services 7/2014

