

JOB DESCRIPTION



Position Title: Budget Manager/Senior Accountant

Department: Finance

Employment Category: Administrative Staff

Primary Location: Sierra Vista Campus

FLSA Classification: Exempt

Remote Work Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: AS14

Position Summary: The Budget Manager/Senior Accountant is responsible for managing the budget development process, for reviewing the budget regularly to ensure alignment of budget and expenditures, for assisting budget manager in understanding their budgets, and for performing professional level accounting functions, including preparation and maintenance of restricted and auxiliary budgets and financial reports and completing timely and accurate financial reporting for assigned funds.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Provides development and analytical support for the annual budgeting process; develops and communicates directions and provides assistance to budget managers; reviews and analyzes specific detailed budgets submitted for all accounts across the institution

Compiles and consolidates organizational budgets for all funds into an annual total budget for the institution, coordinates entry of all financial data into database management system; provides assistance, leadership and technical expertise in the annual budgeting; ensures the consolidation of all internal budgets balance; summarizes projected operating, restricted, auxiliary and capital revenues and expenditures

Oversees the district's processes related to ongoing budget management and control and rolls it to the new fiscal year; utilizes all appropriate data, databases, and query tools to extract data and prepare reports for use in the budget development process; performs detailed budget analysis and projections

Assists budget managers and the grants accountant to ensure compliance with the respective program activities and services; confirms the college is meeting the fundamental expectations of the corresponding grant requirements

Attends all required professional development activities; assists in the planning and recording of committee meetings; coordinates with administrators and managers to acquire quotes for program acquisitions.

Performs related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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Education and Experience Requirements:

Bachelor's degree in accounting, finance or related field from an accredited institution of higher learning recognized by the US Department of Education

Three years accounting experience. Familiarity with grant work preferred

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Commitment to the community college mission

High level of personal integrity, initiative, and ability to manage sensitive issues while maintaining confidentiality

Knowledge of and ability to follow college policies and procedures

Working knowledge of generally accepted accounting principles

Working knowledge of accounting statements general ledger and related accounting practices

Knowledge of accounting, finance, budgeting principles, practices and methods

Knowledge of Federal, State and local laws, regulations and guidelines related to assigned work

Knowledge of grant accounting and budgeting

Knowledge of Uniform Guidance and EDGAR regulations

Knowledge of account reconciliation methods and techniques

Knowledge of financial analysis methods

Knowledge of computerized accounting systems

Skill utilizing personal computer software programs affecting assigned work

Skill utilizing computerized accounting systems

Skill analyzing accounting problems and taking corrective action

Skill performing detailed numerical computations with accuracy

Skill preparing detailed reports on a timely basis

Skill establishing and maintaining effective working relationships with staff, faculty, students and the public

Skill in presenting ideas and concepts orally and in writing

Ability to engage a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with attention to detail

Ability to work independently while contributing to team environment

Ability to effectively identify and resolve problems

Ability to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes

Work Environment: Work is primarily performed under general supervision in an office setting. Some travel and occasional early morning, evening, or weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

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; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

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Reports to: Director of Finance and Procurement Services

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.