



POSITION DESCRIPTION

TITLE:	Budget Manager	CATEGORY:	Professional
FLSA STATUS:	Exempt	GRADE:	E

JOB SUMMARY: Under the direction of the Budget Director, coordinates the maintenance of the District's annual budget development, monitors financial performance of the College and department's throughout the year, prepares various statistical and comparative analysis, and tracks positions and funding.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:

YEARLY PERCENT OF TIME

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| 1. Assists in developing, implementing, and maintaining the District's annual budget process including assisting in establishing timelines for the budget calendar and budget instruction guidelines. Examines and reconciles annual budget requests to ensure compliance with fiscal year's budget procedures. Assures budget revisions are completed throughout the budget development process. Reviews final budget data processed through the automated system and reconciles to the District's total annual budget. Consolidates budget phases and performs budget roll process to the Finance module in the automated system for the new fiscal year. | 25% |
| 2. Manage budget operations including directing work flow to Budget Office staff; oversees the maintenance and monitoring of the automated system funds, organizations, and accounts; analyzes and monitors college wide budgets and budget variances. Collaborates with Human Resources in managing budgeted positions. | 20% |
| 3. Communicates, supports, and provides guidance to budget heads and supports staff to address budget issues and to meet budgeting, business, and forecasting needs. Confers with local, state, and federal regulatory agencies to ensure required policies and procedures are followed; provides instruction and answers questions relating to procedures. | 15% |
| 4. Oversees the position requisition process and addresses funding issues; oversees personnel transactions, vacant positions and prepares monthly salary savings analysis for reporting to management. | 15% |
| 5. Researches data and prepares analytical reports to support financial decisions; compiles budget and expenditure data for analysis of past financial performance and/or to project future financial performance. Assists director with special projects as needed. | 10% |
| 6. Assumes responsibility for office activities in the absence of the Director of Budgets; generate and conduct presentations. | 5% |
| 7. Provide personnel management direction and guidance to staff including orientation, training, performance evaluation, professional development, coaching, and counseling; | 5% |

participate in setting performance goals and priorities that contribute to departmental mission.

8. Performs other duties as assigned.

5%

SUPERVISORY RESPONSIBILITIES: Direct Supervision of assigned staff.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree.

EXPERIENCE: Five (5) years of related experience.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Effective communication skills, verbal and written;
- Experience with report generation and presentation of complex statistical information;
- knowledge of current modern principles, practices, and methods of budgeting;
- Ability to resolve budget related matters in a timely and professional manner;
- Ability to maintain effective working relationships with other employees and administrators;
- Strong Interpersonal skills;
- Ability to plan and organize multiple work activities to effectively meet deadlines;
- Ability to maintain confidentiality of work-related information;
- Ability to accurately identify and analyze budget support for the District;
- Ability to make decisions in accordance with department's established policies and procedures.

2. **Equipment Used:** Personal computer, fax, telephone, calculator, copier, printer, scanner and other equipment associated with a general office environment.

3. **Software Used:** Word processing, spreadsheet, database, presentation software and large automated payroll system.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; reach with hands and arms; talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, directing, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

POSITION TITLE:	Budget Manager
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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X

Ability to adjust focus	X
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NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature *Date*