



NEW: Submitted:  
07/17/2019 07/16/2019

JOB TITLE:	SUPERVISOR BUDGET
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8022
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Supervises budget staff and works with central office department heads in budget development, budget materials and manuals for the development of the General Fund and Federal Fund budgets including budgeting materials and manuals for school centers; works with cost centers to provide assistance in budget development, procedures and adjustments when involving staff or operational funds; coordinates on-going development and analysis of the annual budget; works with other divisions in the planning of new programs and analysis of budget needs. Oversees, tracks and maintains changes in central office funds.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Supervises budget operations including planning, compiling, analyzing, preparing and monitoring development of the annual General and Federal Fund budgets
- Develops budget materials and manuals for the school centers and the system-wide service offices
- Develops and coordinates the operational allocations for school center and system wide service offices staffing
- Supervises with the development of site-based budgeting in school centers
- Supervises and provides budget training for new Principals
- Reviews, analyzes and evaluates budgeting process, assuring compliance with generally accepted budgeting principles, standards and procedures
- Coordinates with other divisions the cost effectiveness of existing programs and the costing of new programs prior to Board approval
- Supervises and provides staff training, budget development and expenditure control
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Manages chart of accounts and state mandates
- Performs other duties as assigned by the supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

- Bachelor's degree in area of assignment
- Minimum three (3) years of successful experience in accounting or budget development
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Knowledge of generally accepted budgeting, accounting and auditing principles, standards and procedures
- Knowledge of District accounting and fiscal operations

Oral and written communication skills
Knowledge of applicable sections of Kentucky Administrative Regulations and other applicable laws
Experience in a diverse workplace