



JOB TITLE: MANAGER OF BUDGETS & FINANCIAL PROJECTIONS

Classification:	Classified Administrator	Retirement Type:	PERS*
Salary Range:	14	Board Approved:	January 18, 2022

BASIC FUNCTION:

Under the direction of the Vice President of Administrative Services, the Manager of Budgets & Financial Projections is responsible for reviewing comprehensive data sets, performing calculations, and modeling various financial simulations with recommendations for cost-effective options and low-risk decisions. This position develops routine and ad-hoc District budget reports, financial forecasts, trend analyses, cost analyses, and other budget-related reports consistent with collective bargaining agreement terms, District policies, and federal/state/local rules, laws, and regulations.

REPRESENTATIVE DUTIES:

Prepares, designs, and develops financial analyses, projections, cost analysis, and financial models to identify trends and assist District officials with budget management objectives, priorities, alternative funding sources, and collective bargaining decisions. Identifies risks and the likelihood of certain financial events and recommends cost-effective options.

Develops and prepares mandated and requested financial, budget, and multi-year projection reports for District leadership and appropriate federal, state, and local agencies. Imports accounting/payroll data and anticipated budget changes and/or collective bargaining agreement provisions into budget documents for executive review and Board of Trustees consideration.

Researches complex budgetary issues and develops budget strategies and recommendations. Develops intermediate and long-range projections and/or multi-faceted simulations for revenue resources and expenditures, including realistic forecasting of uncertain costs (e.g., taxes, utilities, insurances) based on historical and anticipated data trends.

Assists in the development of written justifications and explanatory materials for use by the President/Superintendent, or designee, on Board Agenda items, at Board Meetings, for legal testimonies, legislative hearings, and negotiations. Assembles analytical materials in support of justifications and analysis.

Confers regularly with the Vice President of Administrative Services to discuss analysis of activities, costs, budgets, and forecasts to determine effective and efficient operations that support the District's goals. May assist in designing and implementing business processes, systems of internal control, and budget reporting structures to improve operational efficiencies and accuracy.

Participates in the preparation and execution of audits.

Participates in the technical design, development, testing, modification, implementation, and maintenance of District-wide computerized financial systems in collaboration with outside consultants and other departmental management. Provides trainings and user guides on online financial systems, upon request.

Reviews and analyzes new legislation affecting the financial status and commitments of the District. Interprets and explains impact(s). Draws appropriate conclusions and recommends changes to District policies and/or procedures for compliance purposes, as needed.

Participates on and chairs committees, task forces, and special assignments. May prepare and develop analyses on various budget planning proposals for executives and/or budget planning committees to review, upon request.

May provide guidance and work direction to assigned personnel, as needed. May assist assigned personnel with inputting more complex budget entries. Models professional integrity and ethics and addresses problems/issues in a timely manner.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Certified Public Accountant (CPA) license required.

Three (3) years of professional level government budget management experience, which includes budget development, financial accounting, financial analysis, and budget projections.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Experienced in actuarial studies.

Expertise using financial modules within multi-faceted systems (e.g., Colleague, Banner, LACOE)

Knowledge of principles and practices of accounting, budget analysis, auditing, forecasting, financial simulations, and reporting.

Knowledge of budget planning and management.

Knowledge of federal, state, and local financial regulations, codes, laws, and guidelines.

Knowledge of effective management of financial tools and systems.

Abilities/Skills:

Skilled at effective training methodologies.

Skilled at project management from start to finish, including on-going maintenance/control.

Skilled at supervising the work of others and providing clear and consistent feedback.

Skilled at analyzing complex data and providing appropriate conclusions and recommendations.

Ability to prepare timely, accurate, and clear financial reports.

Ability to effectively manage time, meet deadlines, and achieve objectives.

Ability to establish and maintain positive and effective working relationships with others.

Ability to handle highly confidential information and exercise sound judgment and discretion.

Ability to make clear, understandable oral and written presentations to both financial and non-financial audiences.

Licenses or Other Requirements:

Valid California driver's license for travel reimbursements.

WORKING CONDITIONS:

May be required to drive to offsite locations on occasion.

Extensive computer work.

Use of hands, wrists, and fingers to operate various office machines.

Interaction with a variety of individuals by phone, email, in-person, and online video. `

Must be able to move from one work area to another.

Must be able to adapt to changing situations.

Must be able to work under pressure and short deadlines.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.