



**Position Title:** Budget Manager  
**Reports To:** Director, Budget Operations  
**Department:** Budget  
**Prepared By/Date:** Jennifer C. Brito/09-01-2005  
**Approved By/Date:** Christopher Starling/12-16-2011  
**Revised:** Donna French/11-28-2011

**Job Code:** 0798  
**Job Group:** PENC  
**Salary Grade:** 14  
**FLSA Status:** Exempt

**Summary:**

The Budget Manager supports the Director of Budget Operations in critical time sensitive projects to support the financial decision making capabilities of the Colleges leadership. This individual may supervise department staff and aspects of the daily operations of the department.

**Essential Duties and Responsibilities:**

- Assists in the preparation of the yearly college budget
- Assists college departments with budget analysis and the preparation of budget transfers
- Assists in the maintenance of position budgets for all college positions
- Prepares detailed analysis of financial data for internal forecasting
- Assists in the month-end and year-end process
- Prepares and maintains departmental procedures
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Demonstrates exceptional organizational and interpersonal skills
- Possess excellent written and oral communication skills
- Possess good analytical judgment with attention to detail
- Possess proficient computer literate skills with extensive knowledge of spreadsheet preparation
- Ability to work a flexible schedule to include evening and weekend assignments
- Ability to work effectively in a multi-ethnic and multi-cultural environment with faculty, staff, and students

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-Essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelors in Finance/ Accounting or related field and five (5) years of experience in financial analysis with some experience with online accounting systems; or an Associate's degree and nine (9) years of experience in financial analysis with some experience with online accounting systems

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name