



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Budget Manager
Payroll/Personnel Type:	12 Month
Job #:	8998
Reports to:	Finance Director
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

This position will direct, coordinate, and supervise of the business and financial activities of the Budget Office. This position will analyze budget vs. expenditures and coordinate related financial reporting and training.

Essential Functions:

- Directs and coordinates activities of personnel responsible for formulation of budgets
- Maintains and interprets budget requests, provides recommendations for decision-making processes and distributes authorized budget expenditure allocations
- Hires, supervises, and trains department personnel
- Coordinates financial business system meetings as needed to ensure data consistency and complete process understanding
- Monitors user input into the financial business computer system and assists in the correction of erroneous input
- Project and analyze current year financial data based on monthly historical trends
- Researches and implements changes required in the financial business system due to changes in systems configuration or business policies
- Research system problems and errors; coordinates with vendors, consultants, contractors, and user groups in resolving issues and implementing software or business system changes, configurations, or procedures
- Performs functional analysis, requirements definition and ERP module testing
- Provides training and consultative assistance to school and department users
- Prepares ad-hoc and regular financial activity and statistical reports, and statements and reports of financial activities
- Documents processes and procedures and pursues continuous improvement
- Performs related work as assigned

Knowledge, Skills, and Abilities:

- Ability to read and understand a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations
- Ability to write reports with proper format, punctuation, spelling and grammar
- Ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives
- Ability to comprehend, document, calculate, visualize and analyze are required

Experience:

- Microsoft computer applications including spreadsheet and word processing software such as Excel, Word, Access, and PowerPoint



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

- Financial or related ERP applications
- Three years of successful relevant work experience in administration and implementation of district budgeting

Education:

- Master’s Degree in Business, Finance or related field or an equivalent combination of formal education and the job-related experience

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

	Date		Date
Employee		Immediate Supervisor	

	Date
Human Resources	

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



Board of Education of the City of St. Louis
CAREER OPPORTUNITY
