

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE: **Budget Manager**

DEPARTMENT/PROGRAM AREA: Administration

IMMEDIATE SUPERVISOR: Executive Director

I. BASIC PURPOSE AND OBJECTIVES OF POSITION: (SUMMARY STATEMENT)

Broad knowledge of accounting principles and procedures. Oversees the financial operations of the San Luis Valley BOCES. Assist in devising and installing general accounting systems and procedures. Compiles various financial reports that may include disbursement of funds, cash receipts, month-end reconciliation, annual financial reports or other misc. accounting reports. Prepare and submit monthly RFF's (request for funds) for various grants/funding sources. In addition, may prepare and complete analysis of financial information monthly or as needed. Independently investigates assigned problems or coordinates major projects; researches data and information requirements and prepares preliminary analysis. Completes journal entries. With direction from the Executive Director, completes the annual budget, as well as budgets for various grants including revisions throughout the year. Prepares and leads the annual audit. Maintains the disposition of records for the Business Office.

II. QUALIFICATIONS/STANDARDS FOR THE POSITION:

1. AA degree or 5 years experience in related field.
2. Extensive working knowledge of computer software; word, excel, e-mail, data entry skills. Knowledge of the SLV BOCES financial software helpful.
3. Excellent communication and public relations skills with staff members, board members, other public and private entities, and ability to work well with all.
4. Extensive knowledge of school finance, budgeting, auditing, accounts receivables and fixed asset inventory using meticulous attention to detail and organization.

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES (No Particular Order):

1. FIXED ASSETS: Enters all new fixed assets, performs an on-site inventory each fiscal year, year-end balancing, etc. for audit.
2. BUDGET: With direction from the Executive Director, develop and oversee budget planning and processes. Review and approve individual expenditure requests. Allocate funds to different functions, projects, grants, etc. by utilizing the Colorado Department of Education (CDE) Chart of Accounts. Analyze budget spending. Optimize budgets based on spend data and performance. Submit budgets and revisions to state and federal agencies as required.
3. AUDIT: Prepares and leads annual audit, year-end entries, completes carryovers post audit. Submits the annual December Finance transmission to CDE by the December

- 31 deadline.
4. JOURNAL ENTRIES: Prepares and enters journal transactions to correct and/or adjust accounts as needed.
 5. FILING: Maintain account files for each grant/funding source.
 6. ACCOUNTS PAYABLE: Process accounts payable three times per month. Report 1099s to vendors and IRS annually. Keep current W-9s on file.
 7. ACCOUNTS RECEIVABLE: Completes cash reports and deposits as needed with a final deposit on the last day of each month if needed.
 8. RECORDS MANAGEMENT: Responsible for financial records management. Schedule of records to destroy and records that are on a permanent nature. Destroy the records each year that may be destroyed.
 9. RFF (REQUESTS FOR FUNDS): Prepare monthly RFF's and submit to CDE. Prepare and distribute revenue and expenditure reports to the directors. Periodically reconcile with CDE records of distributions to ensure SLV-BOCES records agree. Conducts a monthly coding check for both revenue and expenditure accounts to ensure that payroll and all AP's were coded correctly.
 10. AFR (ANNUAL FINANCIAL REPORTS) & EOY (End of Year) Reports: Prepare AFR's and EOY's as required for various grants/funding sources and submit to CDE by assigned due dates.
 11. FINANCIAL TRANSPARENCY: Maintains financial transparency on the BOCES website per CDE school finance requirements. In addition, submits and reviews the finance information that is posted annually on the CDE financial transparency for Colorado schools' website.
 12. BOARD: Submits financial reports to be included in each board packet, and any other reports the Board requests.
 13. QUARTERLY: Review all outstanding checks, send letters and affidavits if necessary. Prepare/update flow through coding spreadsheets and submit to each school district. Review all payments to sub-contractors to determine if COI's (Certificates of Insurance) are current or on file and if sub-contractors are PERA retirees.
 14. BANKING: Complete paperwork at bank if signatures need to be changed. Approve ACH files for payroll and AP.
 15. CSDSIP (COLORADO SCHOOL DISTRICTS SELF INSURANCE POOL): Complete annual application for the BOCES insurance through CSDSIP. Deal with updates that may occur throughout the year. Review MVR's (Motor Vehicle Records) for all staff after orientation each year or upon hiring. Keep driver exclusion endorsement updated with CSDSIP.
 16. HIGH COST APPLICATION: Completes annual high cost application based on students that qualify.
 17. SELLING OF EQUIPMENT: Point of contact when selling equipment.
 18. ALTERNATIVE LICENSURE: Assist in reporting alternative licensure candidates to various agencies.
 19. OTHER DUTIES: Complete other duties as assigned by the immediate supervisor.

IV. EVALUATION PROCEDURES:

The position will be evaluated using procedures outlined and defined by the San Luis Valley BOCES' policies and procedures. The evaluation instrument used for this position is attached.

V. COMPENSATION/TERMS OF EMPLOYMENT:

Salary and benefits are determined annually by the San Luis Valley BOCES Board of Directors. The individual employee's notice of assignment will stipulate the salary, and number of contracted days (work year), applicable benefits and position assignment of the employee.

VI. DISCHARGE FOR CAUSE: The employee may be discharged for cause upon the grounds set forth in section 22-63-301, C.R.S. (but the procedures and other provisions of that article shall not apply). The Board shall not arbitrarily or capriciously call for the employee's discharge for cause, and the employee shall have the right to receive with a written statement of charges, notice of hearing, a fair hearing before the Board (no member shall claim to be disqualified for any reason), and the right to be accompanied by legal counsel at her sole expense. In the event of discharge for cause, no severance payment or other compensation for the remainder of the term of this Agreement shall be due the employee, except for fringe benefits accrued but unpaid as of the date of discharge according to established Board policy applicable to licensed administrative employees. Nothing in this paragraph shall be construed so as to limit or restrict or as a precondition on the right of the either party to pursue legal remedies otherwise available at law or equity.

VII. TERMINATION FOR REASONS OTHER THAN CAUSE:

- A. By Employee. The employee may elect to terminate this Agreement by giving notice in writing within the time periods specified in paragraph below.
- B. By the Board. The Board may elect to terminate this Agreement for reasons other than cause by giving the employee written notice of such termination. In the event of termination for reasons other than cause during the first Contract Year, and provided that the employee does not remain in the employ of the SLV BOCES in another capacity after such termination, the employee shall receive a lump sum payment in lieu of sums due for salary hereunder amounting to six (6) months' salary, at the rate then in effect. In the event of termination for reasons other than cause during the final Contract Year during the term, and provided that the employee does not remain in the employ of the SLV BOCES in another capacity after such termination, the employee shall receive a lump sum payment in lieu of sums due for salary hereunder that is equal to the balance of the salary payable to employee for six (6) months' salary or the remainder of such Contract Year as of the date of termination, whichever is less. Should such termination occur during any renewal term, the lump sum payment shall be the lesser of the balance due for the remainder of the renewal term or six (6) months' salary, at the rate then in effect.

READ AND REVIEWED BY EMPLOYEE ON: _____

Employee Signature

Supervisor Signature

Executive Director Approval

Date