

Position Title	Budget Manager		
Department	Business Services		
Reports To	Chief Financial Officer		
Revised By	Chief Financial Officer	Date(s) Revised	2/9/2026
Approved By	Human Resources	Date(s) Approved	2/26/2026

SUMMARY:

The Budget Manager will be responsible for the preparation and monitoring of the district's annual budgets, the chart of accounts development and maintenance, student enrollment counts and projections and special analyses as directed by the Chief Financial Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Lead the preparation and coordination of the district's annual budget.
- Prepare multi-year financial forecasts and long-range budget projections including explanation of variances.
- Prepare all budget documents and presentation media for board review and final submission with the state and county.
- Coordinate enrollment counts on the official enrollment date and at other times as directed by the Chief Financial Officer.
- Project student enrollment for staffing, budget development, and possible student boundary changes.
- Prepare monthly board financial reports, year-end financial reports, and monthly and quarterly federal and state reports.
- Regularly monitor revenue and expenditure accounts for accuracy, compliance, and budget adherence.
- Prepare information for the Annual Comprehensive Financial Report (ACFR). Assist the district's external auditor and auditors from Kansas State Department of Education.
- Monitor position control to ensure that all personnel positions are authorized in the budget.
- Assist in labor negotiations by preparing salary schedules and related costs of proposed salary and/or benefit increases.
- Assist with grant budget preparation and compliance tracking.
- Direct the activities of the budget staff to ensure timely and accurate submissions of budget material.
- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE (REQUIRED AND PREFERRED):

- Bachelor's degree in Finance, Accounting, or a related field.
- CPA certificate is preferred.
- Previous experience in a school district or related field is preferred.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Knowledge of practices of public school education and related business services and ability to apply them to the needs of the district.
- Demonstrates ability to plan, organize and coordinate business programs.
- Ability to develop effective working relationships with the students, staff, and community.
- Demonstrates ability to supervise others and develop effective working relationships with the leadership team, staff members at all levels, vendors, and community.
- Knowledge and ability to utilize appropriate technology, including Microsoft Office/365 suite products and Google Workspace products, with an emphasis in using Excel.
- Ability to collaborate with team members to implement the district's strategic plan and engage in solution building.
- Desire to continue career improvement by enhancing skills and job performance.

SKILLS AND ABILITIES:

- Ability to maintain a high level of professionalism and adherence to Board policy.
- Ability to communicate well, both verbally and in writing, with parents, patrons, staff and students.
- Ability to effectively write detailed reports and correspondence.
- Ability to speak in front of large and/or small groups.
- Ability to read and interpret documents.
- Bilingual communication skills preferred.

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.*

- Must have the ability to travel in personal or school district vehicle.
- Must be flexible regarding scheduling, working conditions and location of work.
- May require some physical exertion.

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

- Must be able to occasionally work in noisy and crowded environments, with numerous interruptions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) 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.