

School District No. 42 (Maple Ridge – Pitt Meadows)

PROFESSIONAL STAFF POSITIONS

TITLE:	BUDGET MANAGER
REPORTS TO:	Assistant Secretary Treasurer
DATE:	May 2013
LOCATION:	District Education Office

CORE FUNCTION:

Under the direction of the Assistant Secretary Treasurer, the Budget Manager is responsible for the preparation, development, presentation, and maintenance of the school district budget, as well as budget monitoring and reporting.

RESPONSIBILITIES:

- 1) Prepares preliminary and final budget.
- 2) Researches and analyzes historical accounting transactions to support budget decision making.
- 3) Processes changes to the budget and budget transfers with appropriate authorizations.
- 4) Monitors and controls the budget in the general ledger system.
- 5) Prepares the monthly financial reports and budget analysis.
- 6) Performs monthly detailed review of actual results compared to budget to identify significant variances from the budget.
- 7) Assists in the preparation of reports to the Ministry of Education.
- 8) Prepares quarterly forecasts and analyzes actual versus budgeted activities.
- 9) Assists in the preparation of multi-year enrolment projections.
- 10) Prepares staffing allocations for each site that are within Board approved budgets and performs monthly reconciliation of actual staffing against budget. Advises senior management of all staffing variances.
- 11) Performs monthly salary and benefit projections to year end and advises senior management of any variances from budget.
- 12) Liaises with internal stakeholders and outside agencies as required.
- 13) Provides budget training to District staff as required.
- 14) Performs other related duties as required within the scope of this position.

QUALIFICATIONS:

- 1) Bachelor's degree in Accounting or Business Administration, or a recognized accounting designation (CGA, CMA, CA).
- 2) Five years of experience in budget preparation, public sector accounting and financial management at a senior level, or an equivalent combination of training and experience.
- 3) Strong communication, time management, organizational, problem-solving and analytical skills are required.
- 4) Advanced experience in Microsoft Office Suite with emphasis in utilizing Excel.