

January 15, 2001

**JOB DESCRIPTION**

**Job Title:** Assistant Budget and Accounting Manager

**Classification:** Pay Band 2

**A) Purpose and Scope :**

The assistant manager-budget and accounting is expected to be a key member of the budget and accounting team and to contribute to the efficiency of the budget and accounting department through the performance of required accounting duties.

**B) Organizational Relationships:**

This position reports to the budget and accounting manager.

**C) Responsibilities may include:**

- 1) To ensure that the district/school is in compliance with all the rules and regulations of the procurement process.
- 2) Assist the budget and accounting manager in the analysis, preparation, and the allocation of the annual administrative and operating budgets in a fair and equitable manner and to reflect district objectives.
- 3) Assist in the forecast, analysis, review, and preparation of timely and accurate monthly reports and make recommendations accordingly.
- 4) Assist in the year-end activities as requested by the budget and accounting manager.
- 5) Monitor special projects as requested by the budget and accounting manager, ensuring that instructions are followed and budgets are respected.
- 6) Assist in providing financial guidance, on-going support and training to the district/school financial users.
- 7) Prepare and monitor service contracts.
- 8) Act as a liaison with suppliers and other agencies.
- 9) Other duties may be assigned.

**D) Requirements :**

**1) Education and training:**

University degree in business administration, public administration, or a related field with a major in finance or accounting.

**2) Technical training:**

Two years experience related to the position. Must have excellent computer and communication skills. Good interpretation, analytical, and interpersonal skills, be able to work independently, accurately, and in a confidential manner.

A combination of education and experience may be considered.