

Colorado Mountain College

Position Description

Title: Campus Budget Manager
FLSA Classification: Non-Exempt
Hiring Salary Range: \$60,386.93 - \$67,096.58 (\$29.03 - \$32.26)

Primary Responsibility

Under the direction of a designated campus administrator, this position actively participates in maintaining fiscal control of campus accounts and funds. The Campus Budget Manger uses accounting principles and business office management practices in support of the budget and financial needs of the campus. This position is involved in hands-on tasks as well as oversight of the work of accounting functional personnel within the campus to ensure compliance with all College fiscal principles and processes. This includes processing financial transactions in support of the accounts payable functions of the campus.

This position supervises Campus Fiscal Managers and/or Campus Receivable Managers. Provides training and development of newly assigned or less experience personnel. Provides for the accumulation of data and preparation of special projects, and analysis as needed. Advises management regarding the effective use of resources and methods to maximize budget.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. Examples may include a Bachelor's Degree plus five years of related experience or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

Degree in in accounting, finance, or related field preferred. Supervisory experience preferred.

Special Skills or abilities directly applicable to the position: knowledge of generally accepted accounting principles and practices, business office operations, budgeting, profit and loss statements, record-keeping management systems and techniques. Quantitative/qualitative analysis. Organize and prioritize workload and meet deadlines, perform accurate calculations, utilize automated computer programs, and prepare financial reports and spreadsheets. Familiarity with Microsoft Office particularly Excel.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities are preferred.

Essential Duties

1. Uses college ERP software to record, store, maintain and analyze financial information. Includes assigning revenues and expenditures to appropriate accounts or functions and posting appropriate records. Determines whether expenditures have been made in accordance with valid procedures and within budgetary constraints. Prepares journal entries and input documents to correct campus users' errors.
2. Examines large volumes of invoices, expense vouchers, and other source documents to verify obligations and post appropriate records. Maintains electronic records and files related to accounting activities. Initiates requisitions for purchase orders and request for proposals (RFP) and/or quotes (RFQ) in accordance with purchasing guidelines.
3. Serves as a resource to college employees, and provides responsive, high quality service to representatives of outside agencies and members of the public, by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
4. Compiles and analyzes data for special and regular financial reports. Summarizes financial data to keep financial records. Analyzes quarterly budget spreadsheets and identifies any problem areas.
5. Advises campus leadership on effective uses of resources, methods to maximize resources, and best budgeting practices. Coordinates and balances annual budget submissions from all departments across the campus. Provides budget training to all level of positions at the campus.
6. Serves as a designated buyer for the campus. Involves training and advising all levels of staff and faculty at the campus on purchasing guidelines and procedures. Work with campus departments, vendors, Risk Management and Purchasing Department to ensure that Certificates of Insurance are current and compliant with CMC policy.
7. May engage in student receivable and other campus financial transactions. May be responsible for safeguarding funds and arranging transfer of funds to and from the bank as needed.
8. Supervises, trains, and evaluates the work of employees.
9. Other duties as assigned.

Supervision Received

This position receives direction from a designated campus administrator.

Supervisory Responsibility

This position supervises others including assignment of work, approval of work schedules and leave time and performance evaluations.

Special Conditions of Employment

Successful completion of a background check including motor vehicles records report will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 lbs; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

HR Reference Information:	
Position group and code:	<i>60%430160/40%512000</i>
Date of review:	<i>03012018; range updated 1.11.2023</i>

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NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.