

Massachusetts School Building Authority

Job Description

Title: Budget Manager
Department: Finance
Reports To: Director of Budget and Finance Administration
FLSA: Exempt **Work Hours:** 37.5 per week
Grade: 11
Salary: \$82,949.27 to \$99,539.13

Position Summary

Manages the day-to-day development, management, and oversight of the Authority's annual budget under the direction of the Director of Budget and Finance Administration. Provides budget updates and projections of the Authority's expenditures-to-date throughout the fiscal year. Prepares budget-related reporting, and has primary day-to-day responsibility for the utilization, maintenance, updating, oversight, and management of the Authority's budgeting software system.

Essential Functions

- Oversee the development, implementation, and ongoing management of the Authority's annual budget.
- Collaborate and assist in guiding business owners with annual budget development including payroll budget review.
- Meets with and gathers feedback from MSBA departments regarding expenditures-to-date and year-to-date projections related to the Authority's current fiscal year budget.
- Prepares annual and ensures up-to-date expenditure projections, analysis of trends and monitoring of spending throughout the fiscal year.
- Ensures that expenditures are within the annual approved budget per MSBA policies.
- Perform monthly review of payroll payment file for upload to Commonwealth's Financial Records Transparency Platform.
- Perform review of accounts payable batches for internal and external payment venues.
- Team up with the Director of Budget and Finance Administration, Director of Audit and CFO with analysis, reports and other tasks as directed in connection with the preparation of the Authority's annual financial statements.
- Work with CFO and Director of Audit to review and update MSBA internal controls and policies related to budget, and other critical processes related to financial operations of the Authority.
- Contribute with the preparation of bimonthly Board of Directors meeting materials related to the Authority's budget update.
- Prepares, as directed, monthly vendor reports for budget analysis.
- Respond to and responsible for various *ad hoc* requests and reports which require complex analysis, as needed.
- Respond to employee and management inquiries as needed.
- Perform other duties as assigned.
- Maintain regular attendance.

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Required Education, Experience, and Skills

- Bachelor's degree with a major in finance, accounting, or related discipline. Master's degree preferred.
- Minimum of 8 years of professional experience in finance; a minimum of 5 years in budgeting and with a government or at a quasi-public entity preferred.
- Understanding of and/or familiarity with construction industry preferred.
- Strong computer skills utilizing Microsoft Office products - Outlook, Word, PowerPoint, Excel, Power BI and/or other reporting tools.
- Knowledge of and/or familiarity with budgeting and financial accounting software; specifically, Microsoft Dynamics 365 Business Central platforms preferred.
- Familiarity with Data Analytics preferred.
- Ability to develop and evaluate administrative and financial policies and procedures.
- Ability to communicate effectively orally and in writing. Superb organizational skills with the ability to make decisions regarding prioritizing and organizing workload.
- Ability to maintain effective working relationships with others.
- Skills in gathering, analyzing, presenting statistical data, and producing statistical reports.
- Skills in making budget projections.
- Skills in analyzing financial data.
- Experience in developing and/or analyzing financial data/reports.
- Experience in budgeting activities
- Ability to work on several different, unrelated tasks at the same time and under the pressure of tight deadlines.
- Ability to establish and maintain a harmonious working relationship with others; and ability to work independently and in a team setting.

Approved by: _____
Deputy CEO/Executive Director

Date

This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.