

Manager, CCPP - Budget

FLSA Status: Exempt

Pay Grade: 22

Job Title ID: 17151

Job Series/Job Family: College Support Systems & ISD Relations Series / CCPP Family (Grant Funded)

Reports To

Executive Director, CCPP

Job Purpose

To facilitate the communication process and activities between the College and Austin Independent School District (AISD) and Lockhart Independent School District for the CCPP department, developing, coordinating and approving budgetary activities through determining proper funding sources and appropriate expenditures; train and direct work process of a designated CCPP administrative staff.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Supervises and coordinates the work of paraprofessional-level accounting staff; counsels and evaluates entry administrative staff, including AISD student interns as assigned to the CCPP office.
2. Makes determinations in relation to budget and travel expenditures, and all related documentation for the CCPP departmental budget, the Lockhart budget, and the AISD local, state, and federal budgets.
3. Answers inquiries and resolves complaints from the College, the public and employees.
4. Reconciles and analyzes general ledger accounts, imports account information into spreadsheets and balances ledger.
5. Enters data or information into computer terminal and reviews for accuracy.
6. Arranges, confirms and maintains documentation in relation to travel plans for CCPP staff and AISD Career and Technical Education Teachers, including determining appropriateness of expenditure and proper funding source.
7. Process documentation of hiring and termination.
8. Oversees and prepares multiple budgets.
9. Provides technical assistance for compliance with local, state, and federal policy.
10. Facilitates and monitors inventory and fixed assets for all AISD CTE programs and CCPP department.
11. May direct and supervise AISD campus bookkeepers, teachers and budget specialists to ensure compliance with either financial or procedural aspects of the grant.
12. Ensures expenditures are managed properly, and are in compliance with local, state, and federal guidelines.
13. Prepare and submit grant applications.
14. Budget authority for AISD CTE funds.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Generally accepted accounting principles, practices and methods.
- Federal Grants - Carl D. Perkins.
- Budget management.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Analyzing complex information.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment

Work Experience

Required

- Two years related work experience in career and technology education and/or budget and accounting.

Preferred

- Five or more years work experience in career and technical education and budget and accounting.
Experience using Lotus Notes, IFAS and/or DATATEL.

Education

Required

- Bachelor's degree.

Preferred

- Master's degree.

Licenses/Certifications

Required

- Valid Texas driver's license.

Other

Preferred

- Knowledge of AISD purchasing/financial system and/or ACC financial/purchasing system.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.