

BUDGET DIRECTOR

- Responsible for Preparing & Recording Journal Entries and Budget Amendments.
- Presents Budgets and Summarizes Current Financial Status by Collecting Information: Preparing Balance Sheet, Profit, and Loss Statement, and Other Reports.
- Substantiates Financial Transactions by Auditing Documents.
- Maintains Accounting Controls by Preparing and Recommending Policies and Procedures.
- Responsible for the Oversight of Accounting Clerical Staff Consisting of Purchasing, Fixed Assets, and Accounts Payable.
- Responsible for the Monthly Reconciliation and Monthly Reports.
- Maintains Financial Security by Following Internal Controls.
- Answers Accounting Procedure Questions by Researching and Interpreting Accounting Policy and Regulations.
- Complies with Federal, State, and Local Financial Legal Requirements and Accounting Principles by Studying Existing and New Legislation, Enforcing Adherence to Requirements, and Advising Management on Needed Actions.
- Collects, Interprets, and Reports Revenue & Expenditures
- Maintains Financial Staff by Recruiting, Selecting, Orienting, and Training Employees.
- Assist Departments in Managing their Budget Properly.

- Responsible for Recording Cash Receipts and Depositing Money to the Trustee's Office.
- In Charge of all Fiscal Year-End Closing Procedures.
- In Charge of the Preparation for Audits and Reporting Requirements.

Skills Needed:

- Governmental Accounting Knowledge
- Proficient in Excel and Accounting Systems
- The Ability to Manage and Lead Employees
- 1 Year Accounting Experience

Benefits:

- 401(k)
- Health Insurance
- Dental Insurance
- Life Insurance
- Vision Insurance
- Paid time off

Salary:

\$45,000 - \$60,000 per year

Full-time Position