



**JOB DESCRIPTION**  
**Campus Budget/SAF Manager – High School**

**JOB DESCRIPTION:**

The Campus Budget/SAF Manager, under the direct supervision of the Principal, performs general bookkeeping and maintenance of financial records for the campus.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- One year accounting or bookkeeping experience

**ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

**KNOWLEDGE / SKILLS / ABILITIES:**

- Knowledge of accounting principles and practices
- Ability to use calculator (10-key by touch)
- Ability to use personal computer and software to develop spreadsheets and do word processing
- Proficient skills in typing, keyboarding, and file maintenance
- Ability to work with numbers in an accurate and rapid manner
- Ability to meet established deadlines

**DUTIES AND RESPONSIBILITIES:**

1. Maintains budget requisitions and purchase orders for the high school. Appraises department heads of balances in all accounts.
2. Maintains all accounts of the high school activity fund.
3. Accepts monies from all student activity funds (SAF) accounts.
4. Compiles deposits from funds collected.
5. Transports deposits to the cafeteria (central location).
6. Processes payments by writing checks.
7. Posts receipts and disbursements to the computer.
8. Reconciles the bank statement.
9. Runs the following monthly computer reports: account reconciliation, list of receipts, list of checks, list of transfers, ledger.
10. Files reports in Student activity Fund Account folders.
11. Copies and distributes account reconciliation to sponsors.
12. Assists sponsors with reconciliation and questions about fundraisers and activity accounts.
13. Logs in purchase orders/requisitions when received from budget managers.
14. Logs in purchase order numbers when received from the purchasing office.
15. Clears purchase orders when merchandise is received.
16. Distributes monthly balances to budget managers.
17. Reviews and balances budget from monthly report.
18. Assists principal with annual budget.
19. Assists assistant principals as needed.
20. Purchases and picks-up supplies for high school.

21. Maintains and reviews obligations on the campus.
22. Compiles and files monthly tax report to the state comptroller.
23. Covers for receptionist as needed.
24. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to concentrate, communicate effectively (verbally and written), reason, interpret, compute, compile, read, analyze, coordinate, differentiate, understand verbal instructions, and maintain emotional control.

**PHYSICAL DEMANDS:** Ability to lift and/or carry heavy weight (45 or more pounds), stoop, push, pull, reach, climb stairs, prolonged use of computer with repetitive hand motions, works with interruptions, and may travel district and city wide occasionally.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic office equipment  
Calculator  
Shredder

**Paraprofessional Pay Grade: 7**

**Days: 226**

**Wage/Hour Status: Nonexempt**

**Updated: September 11, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*