

**LINCOLN PUBLIC SCHOOLS  
HUMAN RESOURCES DEPARTMENT**

**Job Title:** Budget Supervisor

**Days/Calendar:** 260

**Location/Department:** Federal Programs

☒ **Full Time**    ☐ **Part Time**

**Physical Class:**    ☐ Sedentary    ☒ Light    ☐ Medium    ☐ Heavy    ☐ Very Heavy

**Prepared by:** Linda Hix

**Prepared/Last Reviewed Date:** 9/9/22

---

**HR Use Only:**

**Overtime Status:**

☐ Non-Exempt    ☒ Exempt

**Exemption Category:**

<input type="checkbox"/> Teacher	<input checked="" type="checkbox"/> Administrative
<input type="checkbox"/> Academic Administrator	<input type="checkbox"/> Executive
<input type="checkbox"/> Non-Academic Administrator	<input type="checkbox"/> Computer Professional
<input type="checkbox"/> Learned Professional	<input type="checkbox"/> Creative Professional

HR Supervisor Approval: Robbie Seybert

HR Review Date: 9/9/22

---

**REQUIREMENTS:**

- A. Education Level:            Bachelors required in related field
- B. Certification:              None
- C. Required Experience:    Experience in accounting and supervising budget for large organization preferred

**REPORTS TO:**                    Director of Federal Programs

**BRIEF DESCRIPTION OF POSITION:**

The Budget Supervisor is an important position in the Federal Programs Department and regularly exercises discretion and independent judgment of matters of business significance. The position is primarily responsible for providing leadership to the Federal Programs Department and financial decision-making. Understanding and staying current on Federal Law, State and District policies that apply to the funding of LPS programs is required. The position leads all financial aspects of general, state, and federal funds for the Federal Programs Department. The position also blends budgets from multiple funding streams; develops and prepares budget projections, budget narratives, monitors, projects and analyzes grants and financial documents for grant applications; authorizes expenditures and monitors budgets throughout the fiscal period; requests reimbursements and provides the required documentation; completes closing entries and fiscal reports and oversees all Federal Programs grants to ensure compliance with district, state and federal regulations and guidelines.

**ESSENTIAL FUNCTIONS/SKILLS:**

- A. Regular, dependable in-person attendance is an essential function of this position.
- B. Knowledge and proper execution of district policies and procedures. Knowledge of programs, departments or locations served.
- C. Communication/Language Skills: Possess and demonstrate effective oral, written and listening skills. Ability to read, analyze, and interpret financial reports and legal documents. Ability to respond to common inquiries from staff, and other outside sources.
- D. Reasoning Skills: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to deal with abstract and concrete information. Apply common sense understanding to carry out instructions furnished in various forms. Make decisions in a timely manner, utilizing input from others as appropriate.
- E. Human Relations Skills: Establish and maintain effective, professional working relationships with employees, students and community while maintaining the appropriate level of confidentiality. Skill in

effecting good employee relations including the ability to function effectively in confrontational situations. Ability to resolve conflicts.

- F. Computer Skills: Knowledge of computer systems including but not limited to time and attendance system, information systems (student and/or financial as appropriate) and the policies/regulations associated with such usage. Ability to use the following programs: MS Word and Excel.
- G. Other Skills and Abilities: Ability to apply knowledge of current laws and regulations. Ability to establish and maintain appropriate and accurate staffing records. Maintains current driver's license and is willing to travel to district facilities when necessary.

**Performs the following tasks:**

- A. Determine the best use of various funding sources including Title, ESSER, grants, and district funds and advise the blending of funding sources to best meet student and staff needs.
- B. Communicate budget information and priorities to district administrators, principals, and Federal Programs staff.
- C. Monitor and understand Federal Law, State Law, and District policies that apply to the funding of LPS programs.
- D. Supervise the Federal Programs Budget Technician.
- E. Develop Federal Programs budget and budget projections for the general fund, federal and state grant funds, and special projects related to grants. Prepare budget narratives and required financial documents; plan for expenditures using appropriate cost estimates; enter budgets, budget narratives, and financial documents for grant applications into Grants Management System (Nebraska Department of Education), Grants.gov (U.S. Department of Education), or submit hard-copy of documents as requested in grant application; align funds with appropriate goals and activities; ensure budget justification relates to budgeted dollars.
- F. Analyze and lead financial operations within the Federal Programs Department, including budgeting, fiscal reporting and fiscal support for the Director of Federal Programs and other administrators. Compile financial information and develop and interpret financial reports for financial analysis and expenditure forecasting; report findings and ensure budget remains on target; identify budget issues, provide alternative solutions, and resolve problems; monitor and communicate over-expenditures to director, grant administrators, and other affected staff and work to resolve shortfalls.
- G. Set up budget accounts for approved grants; serve as compliance officer for administration, auditing, and approval of expenditures, ensuring that funds are expended according to accounting procedures and grant guidelines.
- H. Monitor funds to ensure efficient and effective funds management practices are being followed, expenditures are within grant guidelines and required goals are being met as outlined in the budget; prepare adjusting and closing entries; ensure that reimbursement requests are being submitted in a timely manner and required reports and financial documents are being submitted; verify and deposit receipts into correct accounts.
- I. Perform general accounting duties, monitoring departmental accounts to ensure proper transactions. Monitor all school-level Federal Programs accounting for accuracy and compliance within budget, working with school personnel, as needed. Works with independent auditors and peer reviewers.
- J. Provide requested documentation and answer questions of independent auditors, peer reviewers, Nebraska Department of Education auditors, internal auditor, and Federal grant auditors; work with program specialists and financial specialists concerning fiscal monitoring and reporting.
- K. Gather information for and prepares State NDE Reports.
- L. Develop and present budget training for staff; advise grant administrators on proper management and monitoring of their funds; provide instruction and technical assistance, answer questions, and make decisions relating to budget procedures.
- M. Prepare and review new contracts, update current contracts, and prepare and update blanket purchase orders for payment of contracts for services provided or received by LPS.
- K. Other duties as assigned.

**WORKING CONDITIONS:**

A.     ☐ Inside       ☐ Outside       ☒ Both

B.     Climatic Environment: Climate-controlled office, travel to schools and other meeting sites as necessary.

C.     Hazardous: N/A

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Physical Requirements Budget Supervisor		Item is not a requirement of the job	Occasional -- up to 33% of time	Occasional/Essential -- up to 33% of time, absolutely essential to the job	Frequent -- between 34% - 66%	Continuous -- over 66% of time
Essential functions are items listed in Occasional/Essential, Frequent, and Continuous columns.						
<b>Stamina</b>						
1.	Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Sprinting/Running	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Flexibility</b>						
5.	Bending or twisting at the neck more than the average person	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Bending or twisting at the trunk more than the average person	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Squatting/Stooping/Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Reaching above the head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Reaching forward	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Activities</b>						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Hand/grip strength	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Driving on the job	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Typing non-stop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Use of Arms and Hands</b>						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Finger dexterity (typing or putting a nut on a bolt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Lifting Requirements</b>						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Waist to shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Shoulder to overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Waist to shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Shoulder to overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Waist to shoulder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Shoulder to overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Waist to shoulder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Shoulder to overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Waist to shoulder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Shoulder to overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pushing/Pulling</b>						
22.	25 to 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	51 to 75 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	76 to 90 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Over 90 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Carrying</b>						
26.	10 to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	26 to 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	51 to 75 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	76 to 90 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.	Over 90 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>