

EMPLOYEE NAME: _____

Revised: 10/12; 1/13; 6/18; 6/19

JOB DESCRIPTION

POSITION TITLE: Budget Coordinator	JOB CODE: 474A
DIVISION: Financial Services	SALARY SCHEDULE: Annual Office Clerical/ Technician
DEPARTMENT: Financial Planning & Analysis	WORK DAYS: 238
REPORTS TO: Manager, Financial Planning & Analysis	PAY GRADE: Rank VIII (NCT8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists in various financial and budgeting projects while interacting with school departments, employees and the public; assists in data collection activities and resolves discrepancies; assists and trains all school district end-users regarding budget and data collection systems and procedures.	

REQUIREMENTS:

1.	Educational Level: High School Level or GED
2.	Certification/License Required: None
3.	Experience: 5 years of financial experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; working knowledge of PCs and software

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists in the local school budget allocation process.
3.	Assists in the school district budget development process.
4.	Assists in providing Principals, administrators and school bookkeepers with technical advice concerning budgets.
5.	Performs fiscal monitoring of check requests, purchase orders and contracts; audits all documentation for appropriate expenditures, budget balances, account codes, and approvals.
6.	Processes and enters budget adjustments into the accounting system; verifies accuracy of data.
7.	Assists in the preparation of research, procedure manuals, reports, reconciliations, charts and graphs.
8.	Trains all school district end-users on procedures and processes for budget analysis and maintenance.
9.	Compiles financial/miscellaneous data for use in reports, presentations and meetings.
10.	Attends appropriate meetings, trainings and seminars as directed.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____