



EMPLOYEE NAME: _____

Revised: 10/12; 1/13; 6/18; 6/19;6/24

JOB DESCRIPTION

POSITION TITLE: Budget Coordinator	JOB CODE: 466D
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Financial Planning & Analysis	WORK DAYS: Annual Administrative Employees
REPORTS TO: Assistant Director/Manager, Financial Planning & Analysis	PAY GRADE: Rank H (NK08)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Responsible for training bookkeepers and secretaries in the use of county and state collected funding and budgeting procedures. Assists the Financial Planning & Analysis Department in the areas of financial and ERP software training support, development of documentation and financial procedures, reconciliations, supply allocation calculations, and position audits.	
REVISION DATE(S): 6/24	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree or its equivalency required (2 years of similar work level experience = 1 year of college). A combination of experience and education may be used to meet the bachelor’s degree requirements; however, the work experience years used to qualify for the bachelor’s degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: None
3.	Experience: 5 years of accounting/bookkeeping/financial experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Communication and leadership skills and the ability to assume increasing responsibilities in a rapidly-changing environment; MS Office 365 proficiency (Excel, Word, etc.) required and ERP Systems experience, preferably with Tyler Munis; experience integrating new technologies into day-to-day operations; strong organizational, team-building and people skills; advanced analytical and problem-solving skills and the ability to work independently.

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.	Collaborates with Financial Planning & Analysis supervisory staff in the development, documentation, and testing of operational and financial procedures, including School Supply Allocation distribution. Provides support to district staff regarding departmental and school budgets by following Financial Planning & Analysis Standard Operating Procedures and appropriate CCSD Board Policies and Administrative Rules.
3.	Assists in development and implementation of the fiscal year budget.
4.	Assists in training school principals and county administrators in the use of county and state funded budgets; provides ongoing financial training and technical support to school principals and county administrators.
5.	Creates, monitors, and approves budget adjustments, check requests, and requisitions that move funds between school and central office budgets.
6.	Reviews and monitors school position allotments and coordinates necessary changes with school secretaries and FP&A administration.
7.	Prepares reconciliations and financial reviews, including reports to administrators, secretaries, and bookkeepers; utilizes written and verbal communication skills and Excel software skills to communicate and obtain information relevant to the reporting process.

8.	Develops and delivers training to bookkeepers and secretaries on the use of county and state funded budgets, county funded supply allocations, and the chart of accounts; provides ongoing financial training and technical support to bookkeepers, secretaries, and administrators for county and state funded financials and account coding of positions.
9.	Serves as primary contact to school bookkeepers, secretaries, and administrators for county and state funded financials and account coding of positions.
10.	Maintains a high level of confidentiality regarding all district financial matters.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____