

JOB DESCRIPTION

POSITION TITLE: Budget Specialist, Cobb Innovation & Technology Academy	JOB CODE: 474B
DIVISION: Leadership	SALARY SCHEDULE: Office Clerical/Technician
DEPARTMENT: Leadership	WORKDAYS: Annual Administrative
REPORTS TO: Executive Director of Cobb Innovation & Technology Academy	PAY GRADE: Rank VII (NCT7)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Performs responsible financial work while interacting with various departments, employees, and the general public, as well as providing general office support.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or High School Equivalency
2.	Certification/License Required: None
3.	Experience: 3 years of experience related to essential functions
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities.
5.	Knowledge, Skills, & Abilities: Written and oral communication; organization, and human relations skills; strong grammar, calculator, typing, and word processing skills; able to work independently with minimum supervision; working knowledge of personal computer and related software; responsible for keying all CITA expenses for one location; Munis experience preferred.

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.	Performs fiscal monitoring of purchase orders; monitors budget balances, account codes and approvals.
3.	Performs fiscal monitoring of check requests; audits all documentation for appropriate expenditures, budget balances, account codes and approvals.
4.	Assists in answering budget questions from central office and/or CITA employees.
5.	Performs budget clerical functions; assists in preparation of material for budget meetings, presentations, and various budget reports, documents, and manuals.
6.	Assists in the preparation and implementation of fiscal year budget.
7.	Prepares various documentation reports for the Executive Director of the Cobb Innovation & Technology Academy.
8.	Works with all locations of the Cobb Innovation & Technology Academy to ensure budget compliance.
9.	Processes and enters budget adjustments into the accounting system; verifies accuracy of data.
10.	Performs the duties of the site Budget Analyst as a backup, when needed.
11.	Avoids behaviors that detract from staff morale.
12.	Creates finished documents from notes or outlines, letters, memos, project summaries, meeting agendas and minutes, spreadsheets, and presentations.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____