

JOB DESCRIPTION

POSITION TITLE: Budget Specialist, English Learner Programs	JOB CODE: 474B
DIVISION: Academic/Teaching & Learning	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: English Learner Programs	WORK DAYS: 231
REPORTS TO: Director, English Learner Programs	PAY GRADE: Rank VII (NCT7)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Prepares, coordinates, and monitors English Learner Programs annual budgets and coordinates general fund and grant budget requirements; administers the process and procedures for spending appropriations; coordinates and processes reimbursements of financial outlays; manages the process and procedure for the use of procurement cards and maintains a tracking system; coordinates correspondence and updates with appropriate staff.	
REVISION DATE(S): 4/26	

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 skills, organization, bookkeeping skills; strong grammar, typing, spreadsheet, and word processing skills; able to work independently with minimum supervision; working knowledge of computers and related software. Grant 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, check requests and P-card purchases; monitors budget balances, account codes and approvals.
3.	Prepares, coordinates, and monitors the annual budgets for ESOL, Title III, Title III Immigrant, International Welcome Center and any other grants that might be added to responsibilities, as well as department general fund accounts.
4.	Processes and enters budget adjustments into the accounting system; verifies accuracy of data.
5.	Prepares necessary contracts and maintains financial tracking for Staff Development, Parent Involvement, and all other ESOL and Title III state and federal mandates.
6.	Performs budget clerical functions; assists in preparation of material for budget meetings, presentations, and various budget reports, documents, and manuals.
7.	Assists English Learner Programs' Director and Secretary in tracking personnel funded through ESOL, Title III and other grants; coordinates with Payroll on additions/deletions and monitors payroll fund codes for accuracy; prepares PAQs as necessary.
8.	Coordinates budget needs and procedures for expenditures with private schools that qualify for Title III funds; maintains close contact for reimbursements with complete documentation.
9.	Maintains documents for general fund auditing/grant fund monitoring. Assists with preparing staff and documentation for state/federal monitoring visits as needed.
10.	Prepares various documentation reports for Director of English Learner Programs.
11.	Performs additional responsibilities as assigned by Program Supervisor.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____