# JOB DESCRIPTION

**POSITION TITLE:** Budget Coordinator  
**JOB CODE:** 474A  
**DIVISION:** Financial Services  
**REVISION:** Revised: 10/12; 1/13; 6/18; 6/19  
**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.  
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 ___________________________