



EMPLOYEE NAME: \_\_\_\_\_

Revised: 12/08; 10/12; 2/13; 11/15; 8/17; 6/18; 6/19

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Budget Specialist	<b>JOB CODE:</b> 474B
<b>DIVISION:</b> Financial Services	<b>SALARY SCHEDULE:</b> Office Clerical/ Technician
<b>DEPARTMENT:</b> Financial Planning & Analysis	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Financial Planning & Analysis	<b>PAY GRADE:</b> Rank VII (NCT7)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Performs responsible financial work while interacting with various departments, employees, and the general public.	

**REQUIREMENTS:**

1.	Educational Level: High School Level or GED
2.	Certification/License Required: None
3.	Experience: 5 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

*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.	Processes and enters budget adjustments into the accounting system; verifies accuracy of data.
5.	Assists in answering budget questions from central office and/or school employees.
6.	Performs budget clerical functions; assists in preparation of material for budget meetings, presentations, and various budget reports, documents, and manuals.
7.	Assists in the preparation and implementation of fiscal year budget.
8.	Assists with monitoring positions in the payroll system and assists Position Control Manager as needed.
9.	Prepares various documentation reports for Director of Financial Planning & Analysis.
10.	Performs the duties of the Budget Coordinator as a backup, when needed.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_