



NEW: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	COORDINATOR BUDGET
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8075
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assists in preparation of District budget(s) and other budget documents. Organizes and/or conducts training for District staff. Responsible for problem solving for schools/programs; serves as liaison for cost centers.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assists in preparation of District budget(s) and other budget documents
- Researches, compiles and prepares school profile information
- Represents the budget office at technology meetings
- Maintains budget system; reviews and implements budget amendments and reports
- Prepares reports and spreadsheets
- Works closely with staff regarding budget issues
- Conducts training for District staff
- Maintains position control for general fund and categorically funded positions
- Maintains staff allocations and communicates modifications to staff
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

- Bachelor's degree
- Three (3) years of experience in financial and/or budget planning
- Ability to communicate effectively
- Personal and mainframe computer experience
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Demonstrated administrative leadership and organizational skills
- Experience in a diverse workplace