



NEW: Submitted:
07/01/2019 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