



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