



BUDGET COORDINATOR

SUMMARY/SCOPE/GOAL

Assist in all phases of compiling, analyzing, implementing, maintaining, and evaluating the District's budget.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High School diploma or equivalent required.
- Five (5) years of progressively more responsible work experience in accounting and budgetary procedures required.
- Experience in the use of personal computer applications to include spreadsheets and word processing programs (Microsoft Office Suite) required.

PREFERRED/DESIRED:

- Bachelor's degree in Business Administration, Finance, or related field from an accredited educational institution is preferred.
- Additional experience with on-line mainframe (i.e., AS/400) preferred.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. With independent judgment, review and analyze resource allocations, both labor and non-labor, for all District locations.
2. Explain and interpret financial report and budget policies & procedures to school and officer personnel.
3. Monitor projects for the most appropriate use of available funds.
4. Use personal computer and on-line applications to prepare spreadsheets, charts, graphs, and documents which represent an accurate picture of the District budget information and related financial status, to include budget materials and amendments submitted for School Board approval.
5. Review and analyze printouts and/or accounting information to assist in monitoring the budget process.
6. Assist in the preparation of in-service training materials and in providing the delivery of training activities.
7. Determine salary and fringe benefit costs to assist grant writers and other personnel.
8. Prepare budget distributions to school/office locations and inform appropriate personnel.

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9. Assist schools and offices in preparing budget amendments and in making determinations as to the best utilization of the resources.
10. Assist supervisor in report writing functions within the automated financial system.
11. Recommend procedural changes/improvements to supervisor.
12. Attend meetings related to the District budget as requested by the supervisor.
13. Follow standard practices and procedures and established rules and regulations to perform assigned budget functions.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Thorough knowledge of bookkeeping, accounting, and budgetary principles, and practices. Knowledge of mathematical/statistical procedures. Knowledge of financial rules and regulations. Considerable skill in producing detailed and accurate calculations and reports. Skill in interpersonal communications. Skill in organizing and prioritizing budget tasks to meet deadlines. Capacity to operate at a high pace and in stressful situations is necessary. Ability to effectively apply bookkeeping and accounting principles to work situations. Exceptional ability to communicate effectively both orally and in written form.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(S) SEDENTARY WORK

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

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POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Financial Services	DEPARTMENT:	Budgeting, Cost Accounting and FTE
TITLE CODE:	L3744	CONTENT BY:	Director, Cost Accounting and FTE
GRADE:	10	COMPENSATION:	Human Resources
UNIT:	NB (Non-Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	2/25/14	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	10/00	Developed	Director, Cost Accounting and FTE
1.1	6/01	Revised	
1.2	12/01/20	Revised: New Format	Human Resources
1.3	11/30/2021	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.