



BUDGET SPECIALIST I

SUMMARY/SCOPE/GOAL

Assist in the preparation, implementation, and maintenance of the District budget.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High School diploma or equivalent required.
- Three (3) years of responsible account-keeping and budget experience required.
- Experience in the use of personal computer applications to include spreadsheets and word processing programs (Microsoft Office suite) required.

PREFERRED/DESIRED:

- Additional coursework in bookkeeping 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. Assist in the analysis and preparation of data as required.
2. Prepare department Detail Budget Book for preliminary, tentative, and adopted budget.
3. Assist in the preparation of the Budget Book for preliminary, tentative, and adopted budget.
4. Input budget transfers for schools and departments through personal computer.
5. Prepare budget transfers for manpower allocation changes and input the data.
6. Open and distribute mail, file reports, communicate with the public, and handle other clerical duties to assist District personnel and the public.
7. Accurately prepare and distribute various monthly reports and spreadsheets.
8. Distribute monthly data processing reports to schools, departments, and Area Superintendents.
9. Input school and department budgets for next fiscal year.
10. Use personal computer to prepare written communications and special projects, such as reports, spreadsheets, and memos.
11. Analyze transfers and recommend budget or expenditure transfers.
12. Determine accurate accounting procedures to use in specific situations regarding purchase requisitions.

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:

Working knowledge of bookkeeping, accounting, and budgetary principles and practices. Skill in organizing and prioritizing budget tasks to meet deadlines. Ability to effectively apply bookkeeping and accounting principles to work situations. Ability to communicate 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.

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.

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FOR HR USE ONLY:

DIVISION:	<u>Educational Technology</u>	DEPARTMENT:	<u>Technology Support Services</u>
TITLE CODE:	<u>L3740</u>	CONTENT BY:	<u>Assistant Superintendent – Educational Technology</u>
GRADE:	<u>05</u>	COMPENSATION:	<u>Human Resources</u>
UNIT:	<u>NB (Non-Exempt)</u>	LABOR RELATIONS:	<u>Karyle Green, Ed.D.</u>
LAST BOARD APVD:	<u>2/25/2014</u>	CLASSIFICATION:	<u>Beth Thedy, Ed.D.</u>
SCHEDULE:	<u>8 Hrs. – 12 Mos.</u>		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	2001	Developed	
1.1	1/9/2014	Revised	
1.2	3/1/2021	New Format	Ellie Kelly – Human Resources
1.3	1/7/2022	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.