



JOB TITLE	DEPARTMENT	REPORTS TO
Budget Specialist	Business Services	Director Financial Operations

Position No: 75030	Length of Work Year: 12 Months
Salary Schedule: P05B or P05M	Date Approved: 8/26/97
FSLA: Exempt	Date Revised: 4/15/2021

JOB GOAL
To prepare and monitor District Federal Grant budgets under the direction of the Director of Financial Operations.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree, Accounting, Business related field
2. Minimum of two (2) years' experience in budgetary procedures or accounting.
3. Knowledge of laws, rules and regulations in budgetary and fiscal records.
4. Ability to prepare reports and deal with complex systems.
5. Ability to perform the essential functions of the position.

DUTIES AND RESPONSIBILITIES

1. To assist in the preparation, review and development of the budget.
2. To monitor school programs and department budgets to assure that expenditure codes are correct and within budget appropriations.
3. To post and maintain journals, ledgers, and other record books and prepare periodic financial and statistical statements, reports, and tabulations, and prepare trial balances.
4. To confer with supervisors and department heads on matters relating to fiscal administrative and budgetary policy. As directed, deposits funds to proper accounts and depository.
5. To reconcile, classify and record daily receipts and disbursements into journals.
6. To total and balance monthly transactions and posts to general ledger.
7. To post to control accounts and enter budget transfers.
8. To prepare records and required reports to multiple agencies.
9. To analyze various aspects of the budget.
10. To perform assigned tasks in a timely and efficient manner with a high standard of quality.
11. To perform other duties as assigned by Director Financial Operations.

PHYSICAL DEMAND CLASS:

Sedentary (S) - Infrequent lifting and carrying of objects weighing 10 pounds or less. Infrequent walking and/or standing may be required.