

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, Budgeting

QUALIFICATIONS

- Bachelor's Degree with specialization in Accounting, Business Administration, or Informational Technology required.
- Five (5) years of experience in financial accounting and/or budgeting.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Federal and Florida Law and State Board of Education Rules pertaining to school financial systems.
- Knowledge of administrative computer applications as related to departmental job functions.

SUPERVISION

REPORTS TO Chief Financial Officer
SUPERVISES Assigned Personnel

POSITION GOAL

To coordinate the development, assessment, monitoring, and control of the district's annual budget.

PERFORMANCE RESPONSIBILITIES

1. *Analyze and monitor Florida Education Finance Program proposed and actual calculations and other state legislative revenue proposals.
2. *Coordinate the development and review of the district's budgeting process.
3. *Responsible for the development and dissemination of the tentative and final School Board budget and submission of the applicable local and state budget documents required by law.
4. *Coordinate the preparation of financial surveys and questionnaires.
5. *Monitor and report the status of the district's revenue and expenditures.
6. *Prepare and maintain the School Board budget in compliance with federal, state, and district policy and laws governing budgeting, revenue, and expenditures.
7. *Design and conduct surveys and prepare proposals on financial and staffing requirements.
8. *Recommend target allocations based upon revenue projections and cost estimates.
9. *Coordinate the reallocation of resources based upon the district's goals and financial status.
10. *Approve all budget transfers, analyze budget requests, make recommendations and calculate allocations to schools based on weighted FTE.
11. *Respond to public inquiries relating to the budget.
12. *Responsible for establishing budgetary procedures and forms in compliance with appropriate state and local rules or policies.
13. *Assist with the design, development, and perform various statistical and research studies to monitor and control economic processes affecting the budget.
14. Perform other duties as assigned by the Chief Financial Officer.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

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PHYSICAL REQUIREMENTS

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.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-07-E **\$75,863 - \$116,260**

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 06
EEO-5 Line 06
Function 7500
Job Code 1425C
Survey Code 75008

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 28, 2020
October 28, 1997
December 15, 2015

ADA Information Provided by Todd Seis
Position Description Prepared by Todd Seis