

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SPECIALIST, Budget

QUALIFICATIONS

- Bachelor's Degree from an accredited college.
- Five (5) years of experience in accounting and budgeting in a school district or other governmental agency.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as related to specific job functions.
- Skill in problem solving, human interaction, and conflict management.
- Skill in effective oral and written communications.
- Ability to demonstrate proficient understanding of governmental accounting standards and guidelines.
- Ability to demonstrate proficient use of Microsoft Office Suite of products, especially Microsoft Excel and Word; and other computer applications and technology as related to specific job functions.
- Ability to analyze, interpret, create, and use information in decision-making.
- Ability to work under pressure to meet deadlines for projects.
- Ability to read, interpret, and apply laws, rules, and regulations.

SUPERVISION

REPORTS TO Coordinator, Budgeting
SUPERVISES No Supervisory Duties

POSITION GOAL

To assist the Coordinator of Budgeting in managing and coordinating the development of the District's budget.

PERFORMANCE RESPONSIBILITIES

1. *Assist with coordinating and gathering information for the development of the District's budget.
2. *Assist with the development and dissemination of various publications and reports.
3. *Assist with the preparation and submission of applicable local and state budget documents as required by law.
4. *Research budget balance issues, including budget check errors and account discrepancies, and communicate the research results to the appropriate cost centers for corrective action or make correction in the Budget Office.
5. *Monitor incoming general fund revenues including ROTC funds monthly, and budget these new funds accordingly.
6. *Gather data for account analysis from past years for special reports and surveys.
7. *Assist in the completion of financial surveys and questionnaires as appropriate.
8. *Assist with the process of approving budget journals, analyzing budget requests, making recommendations, and allocating funds to schools and departments.
9. *Assist with responding to public inquiries regarding the budget.
10. *Assist with budget training and support for administrators and bookkeepers.
11. *Maintain current accounting of funds on a cost center/fund/function/object/project basis consistent with the accounting system prescribed by the State Board of Education and as directed by the Coordinator of Budgeting.
12. *Maintain written budgeting processes and procedures for job function.
13. Perform other duties as assigned by supervisors.

**Denotes essential job function/ADA*

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EQUIPMENT / MATERIALS

Standard Office Equipment

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.
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

None The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

TERMS OF EMPLOYMENT

PAY GRADE

AS-E \$53,151 - \$94,388
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position	TBD
Personnel Category	14
EEO-5 Line	44
Function	7500
Job Code	1632
Survey Code	75030

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

January 18, 2022
August 24, 1999

ADA Information Provided by Virginia Bracco
Position Description Prepared by Virginia Bracco