



# BREVARD PUBLIC SCHOOLS

## JOB DESCRIPTION

### Budget Specialist III

#### QUALIFICATIONS

1. High School diploma or equivalent required.
2. A combination of education and experience substantially equivalent to two years of college required.
3. Bachelor's degree in Business Administration, Finance, or related field from an accredited educational institution is desirable.
4. Three (3) years of progressively more responsible work experience in accounting and budgetary procedures required.
5. Experience in the use of personal computer applications to include spreadsheets and word processing programs (Microsoft Office suite) required. Experience with an on-line mainframe system (i.e. AS/400) preferred.
6. Valid Florida Driver License.

#### Job Goal

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

#### KNOWLEDGE, SKILLS, & ABILITIES

Thorough knowledge of bookkeeping, accounting, and budgetary principles and practices. Knowledge of mathematical/statistical procedures. Knowledge of financial rules and regulations. Skill in producing detailed and accurate calculations and reports. Skill in organizing and prioritizing budget tasks to meet deadlines. Ability to effectively apply bookkeeping and accounting principles to work situations. Ability to communicate effectively both orally and in written form.

#### PERFORMANCE RESPONSIBILITIES

##### ESSENTIAL FUNCTIONS

1. With considerable independence, reviews and analyzes resource allocations, both labor and non-labor, for all District locations.
2. Explains and interprets financial reports and budget policies & procedures to school and office personnel.
3. Monitors projects for the most appropriate use of the available funds.
4. Use personal computer and on-line applications to prepare spreadsheets, charts, graphs, and documents which represent and accurate picture of the District budget information and related financial status, to include budget materials and amendments submitted for School Board approval.
5. Assist in the preparation of in-service training materials and the delivery of training activities.
6. Assists in determining salary and fringe benefit costs to assist grant writers and other personnel.
7. Prepares budget distributions to school/office locations and informs appropriate personnel.
8. Assists schools and offices in preparing budget amendments and in making determinations as to the best utilization of their resources.
9. Assist supervisor in report writing functions within the automated financial system.
10. Recommends procedural changes/improvements to supervisor.
11. Attends meetings relating to the District budget as requested by the supervisor.
12. Follows standard practices and procedures & established rules and regulations to perform assigned budget functions.
13. Perform other incidental tasks or services consistent with the job goal of this position.
14. Provide outstanding customer service and use positive interpersonal communications skills.
15. Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.
16. Ensure compliance with Board rules and applicable federal laws and regulations.

**PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)**

Sedentary Work: Exerts up to 10 pounds of force frequently to lift, carry, push, pull or move objects.

*The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.*

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Terms of Employment**

**COMPENSATION & POSITION DETAILS**

SALARY SCHEDULE:	<u>Non-Bargaining</u>	DATE DEVELOPED:	<u>8/14/98</u>
PAY GRADE:	<u>08</u>	DATES REVISED:	<u>1/5/05; 1/9/14</u>
PAY CODE:	<u></u>	DATES BOARD APPROVED:	<u>9/22/98; 1/18/05</u>
PAY TYPE:	<u>C</u>	EEO-5:	<u></u>
PAY DAYS:	<u>12 Month</u>	FUNCTION:	<u>Financial Services</u>
FLSA STATUS:	<u>Non-Exempt</u>	Classification:	<u></u>
ADA CODE:	<u></u>	DOE Survey Code:	<u></u>

Draft Developed By: Director, Budgeting, Cost Accounting & FTE

**FOR HR USE ONLY:**

Labor Relations Services: Joy Salamone

Compensation Services: Rick Morton

Classification Approved By: Debra Pace