



BREVARD PUBLIC SCHOOLS

JOB DESCRIPTION

Budget Specialist I

QUALIFICATIONS

1. High School diploma or equivalent required.
2. Additional coursework in bookkeeping preferred.
3. Three (3) years of responsible account-keeping and budget experience required.
4. Experience in the use of personal computer applications to include spreadsheets and word processing programs (Microsoft Office suite) required.
5. Valid Florida Driver License.

Job Goal

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

KNOWLEDGE, SKILLS, & ABILITIES

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.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS

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.
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 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:	_____
PAY GRADE:	<u>05</u>	DATES REVISED:	<u>1/9/14</u>
PAY CODE:	_____	DATES BOARD APPROVED:	<u>7/12/01</u>
PAY TYPE:	<u>L</u>	EEO-5:	_____
PAY DAYS:	<u>12 Month</u>	FUNCTION:	<u>Financial Services</u>
FLSA STATUS:	<u>Non-Exempt</u>	Classification:	_____
ADA CODE:	_____	DOE Survey Code:	_____

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