



# BREVARD PUBLIC SCHOOLS

## JOB DESCRIPTION

### Budget Coordinator

#### QUALIFICATIONS

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

### Job Goal

Assist in all phases of compiling, analyzing, implementing, maintaining, and evaluating the District's 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. Considerable skill in producing detailed and accurate calculations and reports. Skill in interpersonal communications. Skill in organizing and prioritizing budget tasks to meet deadlines. Capacity to operate at a high pace and in stressful situations is necessary. Ability to effectively apply bookkeeping and accounting principles to work situations. Exceptional ability to communicate effectively both orally and in written form.

#### PERFORMANCE RESPONSIBILITIES

##### ESSENTIAL FUNCTIONS

1. With independent judgment, review and analyze resource allocations, both labor and non-labor, for all District locations.
2. Explain and interpret financial report and budget policies & procedures to school and office personnel.
3. Monitor projects for the most appropriate use of available funds.
4. Use personal computer and on-line applications to prepare spreadsheets, charts, graphs, and documents which represent an accurate picture of the District budget information and related financial status, to include budget materials and amendments submitted for School Board approval.
5. Review and analyze printouts and/or accounting information to assist in monitoring the budget process.
6. Assist in the preparation of in-service training materials and in providing the delivery of training activities.
7. Determine salary and fringe benefit costs to assist grant writers and other personnel.
8. Prepare budget distributions to school/office locations and inform appropriate personnel.
9. Assist schools and offices in preparing budget amendments and in making determinations as to the best utilization of their resources.
10. Assist supervisor in report writing functions within the automated financial system.
11. Recommend procedural changes/improvements to supervisor.
12. Attend meetings related to the District budget as requested by the supervisor.
13. Follow standard practices and procedures and established rules and regulations to perform assigned budget functions.
14. Perform other incidental tasks or services consistent with the job goal of this position.
15. Provide outstanding customer service and use positive interpersonal communications skills.
16. Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.

17. Ensure compliance with Board rules and applicable federal laws and regulations.

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**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.*

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**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>10/00</u>
PAY GRADE:	<u>10</u>	DATES REVISED:	<u>6/01</u>
PAY CODE:	<u></u>	DATES BOARD APPROVED:	<u>10/00; 6/01</u>
PAY TYPE:	<u>L</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>

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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