QUALIFICATIONS
1. Bachelor’s degree in Accounting, Finance, Business Administration or related field required.
2. Minimum of three (3) years’ budgetary, accounting, and analytical experience required, preferably within a school system.
3. Experience in the use of personal computers for the completion of accounting and reporting functions.
4. Valid Florida Driver License.

Job Goal
To ensure the accuracy of the student membership and Full Time Equivalent (FTE) projections process, and identify, analyze, and implement methodologies to incorporate ongoing legislative changes to the FTE projections and budgeting process.

KNOWLEDGE, SKILLS, & ABILITIES
Thorough knowledge of current business practices, procedures, theory and analysis techniques. Knowledge of student projections, procedures, and FTE systems. Understanding of state laws, rules and regulations concerning the School Board budgeting process and accounting of FTE. Strong ability to use word processing software and spreadsheets. Ability to communicate effectively both orally and in written form.

PERFORMANCE RESPONSIBILITIES
ESSENTIAL FUNCTIONS
1. Coordinate the compilation, analysis, implementation, maintenance and evaluation of the Districts’ student membership and FTE projections process.
2. Troubleshoot problems in accounting expenditures and FTE.
3. Analyze historical student membership and FTE data to identify trends.
4. Coordinate with the Facilities Department to incorporate any changes to student projections due to redistricting.
5. Comply with all deadlines provided by the State for FTE projections and survey data.
6. Review and analyze accounting and budgeting information to create detailed reports and presentations as appropriate.
7. Assist in coordinating budgeting activities among schools, departments, and divisions.
8. Maintain and coordinate the additions/deletions/updates of instructional and other ancillary sites in the MSID (Master School Identification) file with the state.
9. Use personal computers to prepare written communications and special projects such as reports, spreadsheets, and memos.
10. Perform other duties as assigned commensurate with the skills and abilities of the position.
11. Provide outstanding customer service and use positive interpersonal communications skills.
12. Make all decisions and perform all tasks in accordance with Brevard Public Schools’ Organizational Values.
13. Ensure compliance with Board rules and applicable federal laws and regulations.

PHYSICAL DEMANDS & WORKING CONDITIONS
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

<table>
<thead>
<tr>
<th><strong>COMPENSATION &amp; POSITION DETAILS</strong></th>
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<tbody>
<tr>
<td><strong>SALARY SCHEDULE:</strong> Non-bargaining</td>
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<tr>
<td><strong>PAY GRADE:</strong> 20</td>
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<tr>
<td><strong>PAY CODE:</strong></td>
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<tr>
<td><strong>PAY TYPE:</strong></td>
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<tr>
<td><strong>PAY DAYS:</strong> 12 Month</td>
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<tr>
<td><strong>FLSA STATUS:</strong> Exempt</td>
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<td><strong>ADA CODE:</strong></td>
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**Draft Developed By:**

*Director - Budgeting, Cost Accounting, and FTE*

**FOR HR USE ONLY:**

<table>
<thead>
<tr>
<th><strong>Labor Relations Services:</strong></th>
<th><strong>Jim Hickey</strong></th>
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<tr>
<td><strong>Compensation Services:</strong></td>
<td><strong>Rick Morton</strong></td>
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<tr>
<td><strong>Classification Approved By:</strong></td>
<td><strong>Debra Pace</strong></td>
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