

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SPECIALIST, BUDGET

SALARY SCHEDULE: ADMINISTRATIVE – H

COST CENTER: FINANCIAL SERVICES (9038)

QUALIFICATIONS:

- (1) Bachelor's Degree or higher with a major in Accounting, Finance or Business.
- (2) Minimum of three (3) years' experience in the provision of budget, finance, accounting or auditing, preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of budget and accounting terminology, procedures and policies with an emphasis on governmental entities preferred. Ability to utilize personal computer and software applications with proficiency in Microsoft Office products and web-based accounting software. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of generally accepted accounting principles and governmental accounting standards Ability to plan, organize and analyze. Effective oral and written communication skills. Knowledge and ability to keep budget and financial records in an accurate manner. Ability to work independently or cooperatively with others as part of a team.

REPORTS TO:

Assistant Budget Director

JOB GOAL

To provide budget and accounting services to all District schools and departments in an efficient and timely manner, within the appropriate federal, state and local

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist in the preparation of the District's annual tentative and final adopted budget for all funds including Truth in Millage (TRIM) and Department of Education filings.
- * (2) Ensure budgetary compliance with governmental accounting, auditing and financial reporting standards and all applicable laws, rules and regulations.
- * (3) Assist in the development and refinement of revenue and expenditure projections/forecasts using current financial best practices and generally accepted accounting principles.
- * (4) Provide for the daily monitoring, review and approval of transactions including budget revisions and amendments as well as changes to the position control system.
- * (5) Ensure the position control system is reconciled to the budgeted positions approved by the School Board
- * (6) Ensure the online financial system budget for all funds to reconciled to the approved School Board Budget.
- * (7) Assists in monitoring Student FTE data collection and recommend appropriate budget adjustments.
- * (8) Assist in the technical instruction for the annual budget including timetables as provided by law, development of all required forms, and explanations of the budgetary process.
- * (9) Assist in the preparation of all School Board workshops materials and presentations.
- * (10) Generate monthly financial reports and reconcile reports with official accounts and financial statements.

SPECIALIST, BUDGET (Continued)

- * (11) Responsible for all budgeting functions for Capital Outlay and Debt Service working closely with the Capital Projects Team and all District Departments on the development and monitoring of the Capital Budget.
- * (12) Coordinate with Capital Departments in preparation of cash flow projections and funding advice for Capital Improvement and Debt Service programs.
- * (13) Assist in preparation of Five Year Work Plan, Project Priority List, and TRIM Notices.
- * (14) Analyze fiscal implications of the District's five-year CIP.
- * (15) Coordinate with Long Range Planning Department on Impact Fee issues.
- * (16) Work closely with the Chief Financial Officer on any debt service financings or rating agency surveillance.
- * (17) Assist in the preparation of annual sales tax and voted millage reports.
- * (18) Respond to individual auditor concerns and questions during audit periods.
- * (19) Assist District bookkeepers and department employees as needed in problem-solving activities.
- * (20) Advise and assist supervisor and other staff members on budgets, accounting policies and interpret/ apply said policies to the various financial functions.
- * (21) Ensure that School Board policies and governmental regulations are consistently applied to assignments.
- * (22) Remain current on legislative actions (state and/or federal) which might impact the District's budget.
- * (23) Assist and/or direct the investigation of errors and complaints.
- * (24) Keep well informed about current trends and best practices in areas of responsibility.
- * (25) Assist the Chief Financial Officer with required reports.
- * (26) Demonstrate initiative in the performance of assigned responsibilities.
- * (27) Model and maintain high ethical standards.
- * (28) Represent, consistently, the District in a positive and professional manner.
- * (29) Maintain confidentiality regarding all matters relating to assignments.
- * (30) Maintain positive relationships with coworkers, school personnel, vendors and administration.
- * (31) Respond to inquiries and concerns in a timely manner.
- * (32) Keep supervisor informed of potential problems or unusual events.
- * (33) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (34) Prepare all required reports and maintain all appropriate records.
- * (35) Follow all School Board policies and procedures.
- * (36) Work closely with District and school staffs to support school improvement initiatives and processes.
- * (37) Demonstrate support for the School District and its goals and priorities.
- * (38) Communicate effectively with public, coworkers and administration.
- * (39) Participate in workshops and training sessions as required.
- (40) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (41) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

SPECIALIST, BUDGET (Continued)

EVALUATION:

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

Job Description Supplement No. 05

*Essential Performance Responsibilities