



Job Title: Budget Coordinator

Exemption Status/Test: Exempt

Reports to: Director of Budget and Position Control

Date Revised: April 2021

Dept. /School: Budget

Primary Purpose:

Coordinate the development and maintenance of the districts half-billion plus annual budget. Coordinate revenue and expenditure models to ensure the budget supports the district's goals and objectives. Analyze and monitor financial trends and advise the Executive Director of Budget, CFO and Director of Budget and Position Control on budget and spend rate variances. Coordinate submission of TEA reports and data. Provide budget training, guidance and assistance to departments and campuses.

Qualifications:

Education/Certification:

Bachelor's degree in finance, accounting or related field
TASBO certified or on track to receive TASBO certification

Experience:

Two (2) plus years as a professional in school finance and budgeting and five (5) plus years in accounting and/or finance related management and supervisory experience

Special Knowledge/Skills:

Knowledge of school finance rules and regulations and local board policies
Knowledge of the FASRG
Knowledge of PEIMS
Knowledge of accounting principles
Knowledge of budgeting software
Experience with Oracle and related budgeting software implementations
Advance skills in excel and other word products
Ability to interpret and implement complex school finance laws
Ability to interpret and generate complex revenue and expenditure financial models
Effective organizational, communication and interpersonal skills

Major Responsibilities and Duties:

1. Coordinates the development, approval and maintenance of the annual operating budget for General Operating, Debt Service and Food and Child Nutrition expenditures.
2. Coordinates revenue projections for the annual budget.
3. Coordinates analysis of all annual expenditure trends and report results to the Executive Director of Budget, CFO and Director of Budget and Position Control.
4. Coordinates budget estimates for completeness, accuracy and conformance with procedures and regulations.
5. Coordinates with Department Leaders to develop, review and maintain budgets and verify completeness, accuracy and compliance with TEA guidelines and other regulations.

6. Coordinates with Department Leaders to develop, review and maintain budgets and verify completeness, accuracy and compliance with TEA guidelines and other regulations.
7. Coordinate submission of TEA reports and data.
8. Assists in all end of year expenditure estimates and future budget year projections.
9. Assists with transfers and amendments for board approval.
10. Assist in the development, implementation and maintenance of new budget software.
11. Assist with testing of new reports and procedures in Oracle and Planning and Budgeting Cloud Service (PBCS).
12. Assist with Job Requisition processing, recording and training.
13. Assist with Oracle and Planning and Budgeting Cloud Service (PBCS) Position Control processes.
14. Analyze monthly department budgets, expenditures and funds available and provide reports to Executive Directors, Directors and Program Managers.
15. Analyze, submit and post ongoing budget adjustments including position budget impacts while adhering to FASRG coding accuracy.
16. Provide advice and technical assistance with cost analysis, fiscal allocation, and budget preparation to departments.
17. Compile and analyze accounting records and other data to determine the financial resources required to implement new programs.
18. Prepares materials and facilitates meetings, workshops, trainings, etc. for the purpose of conveying and/or gathering information required to perform functions.
19. Advisor/Liaison to central office departments
20. Executes budget transfers, failed funds corrections and communications and other reports including Internal Service Funds.
21. Keeps abreast technical and state regulations related to funding and program mandates.
22. All other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment such as personal computers and peripherals

Posture: Prolonged sitting, occasional bending/stooping, pushing, pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.