

## **COORDINATOR, BUDGET DEVELOPMENT**

### **GENERAL RESPONSIBILITIES**

Responsible for analyzing issues; developing policy recommendations; preparing and implementing annual operating and categorical grant budgets; developing and administering budget procedures; evaluating budget requests; conducting research; preparing reports.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plan for Superintendents Estimate of Needs and School Board budget including budget manager workshops.
- Coordinate and input budget requests. Review and analyze all budget requests.
- Assist Chief Financial Officer in recommendations to the Superintendent and the School Board.
- Develop and administer budgeting procedures; analyze budget requests and program proposals; participate in budget conferences with administrators.
- Administer the distribution of all fund allocations to the central office and schools at the beginning of the new fiscal year.
- Supervise the preparation of documents to track expenditures by program and line item on a quarterly basis for both the operating and categorical grant budgets.
- Advise on required budget controls and cost-saving measures.
- Authorize routine unbudgeted expenditures.
- Ensure the development and maintenance of a position control system.
- Ensure maintenance of a database for all budgeted items for the operating budget and categorical grants.
- Ensure maintenance of spreadsheets to calculate proposed expenditures and revenue.
- Supervise the preparation of budget documents for distribution to the School Board, City Council and school system groups.
- Analyze and present information on proposed state and federal legislation which impacts revenue.
- Maintain positive working relationships with financial officials in the city and Virginia Department of Education.
- Represent the school administration on a variety of committees and task forces.
- Perform related work as required.



**KNOWLEDGE, SKILLS AND ABILITIES**

Comprehensive knowledge of the principles and general laws governing school financial practices and procedures; thorough knowledge of school budgeting procedure; general knowledge of school administration operations; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school and city officials and associates.

**EDUCATION AND EXPERIENCE**

Bachelor’s Degree in Business Administration with a major in accounting or public finance supplemented by a Master’s Degree and extensive experience as a budget analyst or financial manager.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 12/07
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