

**Budget Coordinator
New Hanover County Schools**

Job Description

Class: Administrative
Dept: Finance

TITLE: **Budget Coordinator**

QUALIFICATIONS:

1. Bachelor's degree in Accounting, Business, or Finance required.
2. Extensive knowledge required in the following areas:
Generally Accepted Accounting Principles, spreadsheet programs and accounting software.
3. Three to five years of experience in governmental finance and/or budget analysis, auditing, or a related field required.

REPORTS TO: Chief Financial Officer (CFO)

JOB GOAL: To coordinate and monitor State and Federal grants, oversee the grant budget process, serve as liaison between Finance Department and program staff and supervise work of Budget Specialist.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school finance issues.
2. Coordinate the State and Federal grant budget process for all assigned programs.
3. Monitor grant expenditures, ensuring compliance with established policies, procedures, and budget limitations.
4. Prepare reconciliation of assigned program budgets as per scheduled established by CFO.
5. Prepare budget transfers and amendments as needed.
6. Coordinate financial reporting required by grantors.
7. Provide training for program directors and assist and advise program directors and principals on general fiscal and budgetary matters throughout the year.
8. Assist in the coordination of the annual budget development process.
9. Supervise work of Budget Specialist.
10. Perform additional duties and special projects as assigned by the CFO.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: Central Office Administrator II

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Knowledge and understanding of rules and regulations as they apply to school finance.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Ability to coordinate, plan, and meet deadlines, accomplish specific tasks, or meet specific standards.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.