

Budget Specialist
New Hanover County Schools

Job Description

Class: Classified
Dept: Finance

TITLE: Budget Specialist

QUALIFICATIONS:

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

REPORTS TO: Budget Coordinator

JOB GOAL: To provide technical assistance and support in the coordination and monitoring of state and federal grants.

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. Prepare monthly and quarterly Financial Status Reports (FSR) for assigned programs.
3. Provide support in the preparation and processing of federal program planning budgets, and process approved budget requests and amendments in the Federal Budgeting System.
4. Prepare and maintain budget reconciliation spreadsheets, records and files.
5. Provide technical assistance in preparation of program reports.
6. Coordinate and reconcile monthly and bi-annual federal Time and Effort Certifications.
7. Key approved budget transfers and amendments to the General Ledger as needed.
8. Review program budgets reports to ensure compliance with grant directives and system guidelines.
9. Assist with analysis of grant revenue and expenditures.
10. Provide customer support related to budget and general ledger issues.
11. Perform additional duties and special projects as assigned by the Budget Coordinator.

9/14/2016

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 (Salary)

Starting Salary and/or Grade: Grade 73

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.