

**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:** Chief Financial Officer

**JOB GOAL:** To provide technical assistance and program support in the preparation, coordination and monitoring of assigned funds and general budget support for all funding sources.

**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, quarterly and annual reports as assigned.
3. Provide support to program directors in the management of budgeted funds.
4. Prepare budget transfers and amendments for non-federal funds, and coordinate approval of requested transfers.
5. Coordinate development of annual budget process.
6. Monitor balances of assigned funds and prepare analysis as needed.
7. Provide customer support and training related to budget and general ledger issues.
8. Perform additional duties and special projects as assigned by the Chief Financial Officer.

*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 75

**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.