

**Budget Specialist
New Hanover County Schools**

Job Description

Class: Classified
Dept: Finance

TITLE: Budget Specialist

QUALIFICATIONS:

1. Bachelor's degree in Accounting, Business, or Finance 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 Supervisor

JOB GOAL: To assist with the budget development and monitoring process; provide technical assistance and program support in the preparation, coordination and monitoring of assigned budget programs and 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/department issues.
2. Provide customer support for schools and departments related to budget and general ledger issues.
3. Prepare monthly, quarterly and annual reports as assigned.
4. Provide support in the preparation and processing of assigned programs planning budgets, and process approved budget transfers and amendments.
5. Prepare journal entries as needed.
6. Review program reports to ensure compliance with state, local, federal and grant guidelines.
7. Prepare and maintain budget reconciliations of assigned programs.
8. Assist with training for program staff and advise principals and budget directors on general fiscal and budgetary matters throughout the year.

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9. Strive to maintain and improve professional competence. Participates in the development and support of the board school/department vision.
10. Perform related duties and special projects as assigned by the Budget Supervisor.

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: 12 mth

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.