

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

**BUSINESS OFFICE**  
**4535 Budget Coordinator**  
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### REVISED

**JOB TITLE:** BUDGET COORDINATOR

**REPORTS TO:** School Business Administrator or Designated Supervisor

**SUPERVISES:** N/A

### **NATURE AND SCOPE OF JOB:**

The Budget Coordinator works relatively independently under the oversight of the School Business Administrator or designee on all aspects of the district's budget and year-round financial transactions. The Coordinator works with peers and collaborates on updating budget processes, procedures, calendar and formats; on developing budget assumptions such as projected changes in staffing and/or salaries; distributes, collects and compiles budget documentation; ensures that all district entities have responded to the annual budget request and inputs data into DOENET for submission to the Department of Education. The Coordinator ensures correctness of coding, completeness of data submitted, accuracy of numbers, etc. Maintains comprehensive files of background data, enabling subsequent determinations of whether a program or item was included in the final budget. Throughout the year the Coordinator responds to budget-related queries and reviews fiscal-related transactions for consistency with budget funds and account codes. The position interacts with various administrators and units throughout the district for management information purposes.

### **QUALIFICATIONS:**

The Budget Coordinator shall:

1. Hold a Bachelor's Degree in Accounting, Finance or Business Administration from an accredited college or university (preferred); or
2. Substitute a minimum of four (4) years of public school district-level budgeting experience for formal education;
3. Possess excellent working knowledge of NJ Department of Education's Chart of Accounts.
4. Have organizational and positive interpersonal skills; exercise critical thinking; demonstrate a positive work ethic and the ability to maintain confidential information as such;
5. Communicate clearly in written and spoken English to accomplish the duties of this position.

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6. Possess working knowledge of Word, Excel, PowerPoint and other standard or proprietary financial software applications germane to the technological requirements of the position.
7. Meet and exceed scope of work per job description 4535.

### **VERIFICATIONS OF COMPETENCY:**

1. District application and resume.
2. Required documentation supporting the qualifications above.
3. A minimum of three letters of reference from former managers or professional sources.
4. Employment interview.
5. Official college transcripts.

### **EMPLOYMENT TERMS:**

The Budget Coordinator shall be employed under the following terms:

1. Non-bargaining work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Budget Coordinator shall:

1. Perform the work related to developing budget assumptions, processes, procedures, forms and calendar; collecting, compiling, maintaining, and reporting district financial and budgetary information in Excel spreadsheets and in the NJ DOENET program, ensuring completeness and accuracy of data.
2. Inspect location budgets and financial records to ensure compliance with state statutes and internal guidelines relative to resolution, requisition, personnel action and/or transfer activity for correctness of account coding and availability of funds as required/requested.
3. Compile budgetary and other statements and reports using varied forms of information in response to requests for special analyses.

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4. Assist in the conduct of confidential investigations and examinations as well as general inquiries of budgetary accounts, records; prepare budgetary reports as requested, maintaining confidentiality when required.
5. Have a working knowledge of and adhere to New Jersey statutes and regulations NJAC 18A, Title 6, 6A:23A, etc. for accounting in school districts.
6. Enhance use of technology to improve departmental effectiveness and efficiency.
7. Demonstrate professionalism in all work activities and environments.
8. Participate in meetings as requested or required.
9. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
10. Perform other duties/cross-train/assist as assigned by your supervisor and not otherwise prohibited by law or regulation.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift customary office items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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### ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

### EVALUATION:

The School Business Administrator or designee shall evaluate the Budget Coordinator in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

  
Approved

4-16-2010  
Date