

## Kirkwood High School Budget Specialist

<b>DEPARTMENT:</b>	Schools	<b>REPORTS TO:</b>	Principal
<b>WORK SCHEDULE:</b>	12 months	<b>COMPENSATION:</b>	<a href="#">Support Staff Salary Schedule</a>
<b>FULL/PART TIME:</b>	Full time	<b>FLSA STATUS:</b>	Non-exempt

### Position Description

Develop, achieve, and maintain an accurate accounting and internal control system for all funds at Kirkwood High School (KHS). Assist in the preparation of the annual KHS budget, coordinate financial activities across departments, and maintain financial records in compliance with the district's requirements. Engage frequently with staff, including significant levels of customer interaction. Required to maintain strict confidentiality to protect confidentiality in all data collection, management, and reporting.

<b>Task Title</b>	<b>Essential Job Functions</b>	<b>Percent of Time Spent</b>
Support Budgeting Process and Building Operations	<ul style="list-style-type: none"> <li>Work closely with the principal and associate principal to create and maintain an accurate budget and building procedures for KHS, in compliance with district guidelines and procedures.</li> <li>Train and direct assistant principals, athletic director, department chairs, coaches, and administrative assistants in positions for KHS as it relates to the accounting operations of the building.</li> </ul>	30%
Monitor Budgeting and Coordinate Revenues	<ul style="list-style-type: none"> <li>Monitor financial activity of KHS, including the review and approval of all budgetary requests by administrators, department chairs, and coaches.</li> <li>Coordinate building deposits and complete revenue reconciliations.</li> </ul>	30%
Monitor and Coordinate Purchasing	<ul style="list-style-type: none"> <li>Develop and implement processes for KHS purchases, including travel, technology and procurement card usage, ensuring consistency with district policies and procedures.</li> <li>Request and review bids for the purchase of goods and services.</li> </ul>	15%
Support Special Projects	<ul style="list-style-type: none"> <li>Handle special projects assigned by the principal and associate principal (e.g., drafting requests for proposals for purchases exceeding \$10,000, assisting in approval of school organizations' purchases, planning staff incentives and community programs, serving as a member for various committees, and coordinating select KHS meetings and events).</li> </ul>	10%
Coordinate KHS Work Order Process	<ul style="list-style-type: none"> <li>Receive and submit work orders.</li> </ul>	10%

Task Title	Essential Job Functions	Percent of Time Spent
	<ul style="list-style-type: none"> <li>Maintain daily communication with Buildings &amp; Grounds staff regarding building upkeep, new construction, and improvements.</li> </ul>	
Support High School Graduation	<ul style="list-style-type: none"> <li>Assist in the preparation and logistics of the Kirkwood High School annual graduation ceremony.</li> </ul>	5%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

### Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority
- **Decision-making Authority:** Decisions impact the entire district

### Qualifications

#### Required

- **Education:** Two-year college, technical degree, or equivalent required from an accredited institution in business administration, finance, accounting or related field.
- **Previous Work-Related Experience:** 4–6 years
- Valid Missouri driver's license

#### Preferred

- Previous experience working with business operations, finance, budgeting, and/or accounting.
- Use of Excel.

### Knowledge & Skills

#### Knowledge

- **Intermediate:**
  - Human Resources: Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations, and HR information systems.
  - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy.
  - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
  - Machines/tools: Machines and tools, including their uses, repair, and maintenance.
- **Advanced:**
  - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
  - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
  - Skilled trades and construction: Materials, methods, and the tools involved in the construction or repair of buildings or other structures.

- **Expert:**
  - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
  - Administrative: Administrative and office procedures, functions and basic office tasks.
  - Customer and personal service: Principles and processes for providing customer and personal services.
  - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.

## Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Active Learning, Active Listening, Complex Problem-Solving, Critical Thinking, Instructing, Service Orientation, Time Management
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Coordination, Learning, Mathematics, Monitoring, Speaking, Systems Analysis, Systems Evaluation, Writing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Judgement/Decision-Making, Management of Personnel Resources, Reading, Social Perceptiveness, Troubleshooting,
- **Rarely (Less than 1 hour or 12% of the day):** Equipment Maintenance, Financial Management, Negotiation, Operations Analysis, Persuasion, Quality Control Analysis,

## Working Conditions

### Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Color Vision, Finger Dexterity, Hearing, Sitting
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Repetitive Motion
- **Occasionally (Up to 2.5 hours or 32% of the day):** Standing, Walking
- **Rarely (Less than 1 hour or 12% of the day):** Balancing, Carrying/Lifting, Crouching, Multi-limb Coordination, Reaching

### Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

### Work Type/Physical Demands

- *Sedentary work:* Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

### Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

**EEO Statement**

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: May 12, 2024