

## **JOB DESCRIPTION**

**JOB TITLE:** Budget Services Coordinator

### **QUALIFICATIONS:**

Extensive knowledge of the principles and procedures of governmental accounting, auditing, and finance with additional expertise in budget preparation and control. In-depth knowledge of generally accepted financial processes and regulations, and controls applying to assigned financial operations. Ability to apply accounting controls, rules and procedures, and perform accounting tests. Ability to research, compile, analyze, and interpret accounting data. Maintain accurate and retrievable files, records, audit trails and trace transactions to original entries. Perform accounting and general math computations quickly and accurately. Organize and prioritize work to meet deadlines and timetables. Work cooperatively with individuals and work teams within and outside the department. Must be able to work independently with minimal supervision.

### **The person in this position should have the following credentials:**

1. Bachelor's degree from an accredited college or university in accounting or business with accounting emphasis
2. Five years' experience in Governmental accounting
3. Working knowledge of audit documentation requirements
4. Well-developed math skills to perform complex accounting and statistical computations
5. Ability to successfully establish, document, and maintain procedures and processes
6. Demonstrated ability to create highly functional and precise technical documentation
7. Excellent working knowledge of databases and complex data structures
8. Demonstrated ability to communicate technically complex concepts clearly and effectively to both technical and non-technical users
9. Excellent oral, written, and interpersonal communication skills
10. Excellent organizational and time management skills, including the ability to manage multiple demands and/or projects simultaneously
11. Proficient in the latest web technologies and working knowledge of operating systems
12. Strong understanding of HR processes and data, including eligibility and enrollment rules, and benefit procedures in order to ensure correct implementation
13. Strong working knowledge of Microsoft Excel, Word and Access required; Sequel and/or Crystal desired
14. CPA, CGFO preferred

### **REPORTS TO:**

This person is directly responsible to the Director of Budget Services.

### **SUPERVISES:**

Two General Fund Budget Analysts

### **JOB GOALS:**

Perform analytical work and provide technical general ledger accounting services assuring accurate and timely budget, financial, and payroll information that can be used for current and future financial and program decisions. Responsible for the development, implementation, and oversight of internal reporting systems, processes, and procedures.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervise General Fund budget analysts.
2. Assist with and facilitate documents and schedules to support the budget planning and development process for the General Fund. Participates in certain aspects of its preparation, such as data collection and prior-year performance analysis.
3. Assist with Special Revenue Fund Budget preparation including tracking, verification, and accounting for positions moving between funding sources during budget preparation.
4. Detailed knowledge of General Fund and Special Revenue funding sources to support Goals of the District.
5. Coordinate and participate with input of General Fund budget data. Provide technical expertise to staff for budget/financial areas. Provide financial and budget analysis and reports as needed by senior staff.
6. Review and verify General Fund topics such as the Line Item Document, student/teacher ratio scenarios and position allocations with the Budget Director.
7. Administers the State Professional Certified Staff (PCS) system.
8. Review and analyze revenue and expenditure accounts including transactions processed by others for accuracy, proper account coding or classification and allocation. Prepare and/or direct journal entries as necessary.
9. Assist external auditors with the review of Income Statement financial records, transactions and year-end reporting.
10. Communicate in writing or by telephone with schools and departments to confirm/correct data for expenditures, transfers, payments and open/closed purchase orders.
11. Analyzes procedures to reduce inefficiencies.
12. Provides assistance to other accounting staff on an as-needed basis to balance fluctuations in workflow.
13. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:**

Twelve Months with salary in Group J, Administrative/Supervisory Salary Schedule.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provision of the Board's policy.

Email resume and letter of interest to:

Stephanie Thomas, Director of Budget Services at: [sithomas@greenville.k12.sc.us](mailto:sithomas@greenville.k12.sc.us)