

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: BUDGET COORDINATOR

BASIC FUNCTION:

Prepare and coordinate budget materials and manuals for the development of the General Fund and Federal Fund Budgets including budgeting materials and manuals for school centers; work with cost centers to provide assistance in budget development, procedures and adjustments when involving staff or operational funds; coordinate on-going development and analysis of the annual budget; work with other Divisions in the planning of new programs and analysis of budget needs.

REPRESENTATIVE DUTIES:

- Coordinate on-going budget operations including planning, compiling, analyzing, preparing and monitoring development of the ESSERS budgets and assisting with General and Federal funds budgets.
- Develop budget materials and manuals for the school centers and the system wide service offices.
- Coordinate and assist with the development of site-base budgeting in school centers.
- Review, analyzes and evaluate budgeting process, assuring compliance with generally accepted budgeting principles, standards and procedures.
- Coordinate with other Divisions the cost effectiveness of existing programs and the costing of new programs prior to Board approval.
- Coordinate staff training and budget development and expenditure control.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Generally accepted budgeting, accounting and auditing principles, standards and procedures.
- Accounting and fiscal systems, policies, procedures and practices.
- District accounting and fiscal operations.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer terminal.
- Technical aspects of field of specialty.

ABILITY TO:

- Perform professional and technical accounting work involved in the audit of financial records.
- Maintain a variety of fiscal records, accounts and funds.
- Analyze and resolve problems and draw accurate conclusions.
- Prepare clear and accurate financial statements.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Operate a variety of office machines including typewriter, calculator and computer terminal and printer.
- Coordinate the on-going budget process including planning, compiling, analyzing, preparing and monitoring District-wide budgets.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration or public administration and three years professional experience in budget-related functions.