



Job Title: Coordinator – Budget Planning

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt

Reports to: Appropriate Supervisor or Designee

Supervises: Appropriate Staff as required

Pay Grade: Administrative - 8

JOB SUMMARY

The purpose of this position is to ensure the accurate and timely reporting of the District's budget, students, and full-time equivalent (FTE) projections, to coordinate the preparation of the District Annual Cost Report, to prepare various state reporting and compliance documents, to prepare monthly budget amendments, and to support the development and coordination of general, federal, capital outlay, and debt service budgets. Collaborates with federal grants managers and fiscal agents on all components of grants including implementation, fiscal and reporting. Supervises Grants Accounting & Reporting. Various other duties as assigned by Director – Budgeting.

ESSENTIAL JOB FUNCTIONS

Assists the Director in coordinating the operation of the department and supervising departmental employees. Job duties include:

- Assists with the preparation, reporting, and implementation of the District budget and Annual Comprehensive Financial Report as assigned.
- Coordinates the annual state required FTE survey processes between school level, District level, and Department of Education personnel.
- Supervises or performs the charter school financial statements analyses, quarterly reports, and revenue recalculation.
- Works with the District supervisors, subject area specialists, and District administrative personnel to coordinate the use of federal, state and local grants.
- Assists or prepares the District Annual Cost Report, the Title I Comparability Report, and the District School Financial Report as required.
- Coordinates all cost report activities with appropriate accountants.
- Assists with District FTE projections.
- Interprets statutes, rules, and regulations as required.
- Reviews payroll and timesheets for approval.
- Develops trend analyses and cost analyses to assist in making financial and other management plans and decisions.
- Provides technical assistance to those assigned or by request.

- Develops annual goals and objectives consistent with and in support of District goals and priorities.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Coordinates training and professional development to district personnel in areas of grants management, budgeting processes and best practices.
- Supervises assigned personnel and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintain appropriate records.
- Exercises proactive leadership in promoting the vision and mission of the District.
- Facilitates problem solving among Budgeting and other departments.
- Reviews federal grant applications. Coordinates with other departments through the grant writing process.
- Identifies, tracks, mitigates and monitors for potential risks or issues to achieve successful grant outcomes.
- Helps to assure compliance with goals, objectives, and budget limitations as specified in the grant application.
- Monitors and assures compliance with laws and regulations pertaining to grants and initiatives.
- Provides leadership and direction for assigned areas of responsibility.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited educational institution in Business Administration, Accounting, or Accounting Information Systems.
- Minimum of five (5) years of experience in school district budgeting and accounting with progressive experience in management and supervision.
- Certified Public Accountant (CPA) preferred.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to demonstrate knowledge of generally accepted accounting principles, federal and state laws and administrative policies governing school financial practices and procedures.
- Requires the ability to demonstrate knowledge of principles of management and supervision.
- Requires the ability to demonstrate knowledge of principles and practices of activity-based cost accounting.
- Requires the ability to display knowledge of school finance and budgeting, to include specific rules for federal/state funding.
- Requires the ability to evaluate accounting and financial procedures and design and initiate new methods, reports, and practices.
- Requires the ability to prepare complete and accurate reports and statements of considerable complexity.

- Requires the ability to demonstrate knowledge of automated financial accounting systems, word processing, spreadsheet, database, presentation, and other software tools.
- Requires the ability to read, analyze, and interpret financial reports.
- Requires the ability to display possession of a high degree of mathematical and analytical skill.
- Requires the ability to plan and organize effectively and present information in a concise, understandable manner to large groups.
- Requires the ability to display possession of a high degree of oral and written communication skills and interpersonal skills.
- Requires the ability to handle and prioritize multiple tasks.
- Requires the ability to establish and maintain effective working relations with department heads, school principals, and staff.
- Requires the ability to determine the approach for doing the work based on provided guidelines.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to work in a responsive environment where co-workers or citizens bring problems for resolution
- Requires the ability to use computers for word processing and/or accounting purposes.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, mental acuity, speaking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: April 20, 2021, effective July 1, 2021, April 16, 2024, effective July 1, 2024