

Killeen Independent School District Job Description

Job Title: Coordinator for Budgetary Services
Reports To: Director for Financial Reporting
FLSA Status: Exempt

SUMMARY

Manages the budget department for the school district by performing assigned duties personally or through others. Applies principles of accounting to prepare and manages budget and administer federal grants and impact aid for the district. Analyzes past and present financial operations and to estimate future revenues and expenditures to assist in preparing monthly financial reports, quarterly amendments and the annual financial audit. Directs and coordinates formulations, presentations, and monitoring of budgets for control of funds to implement program objectives of the district by performing assigned duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Develops budget guidelines, coordinates preparation of the district budget, and assists in review of the budget.

Stays informed on current legislation affecting funding and takes a proactive role in affecting future legislative outcomes.

Prepares TEA Summary of Finance Revenue template required to estimate district state revenues.

Calculates district allowable tax rate and estimated planned tax income for general fund and debt service.

Prepares analyses of budget requests and program proposals.

Balances state grant expenditure requests to projected program revenues based on weighted allotments.

Maintains budgeting systems which provide control of expenditures made to carry out activities such as instruction, administration, and maintenance, or to project activities such as construction of facilities.

Interprets budgets to administrators, community organizations and citizens by explaining the financial needs and impact on the school system by providing program and financial data and analyses.

Advises management on matters such as effective use of resources and assumptions underlying budget forecasts.

Interacts with personnel at all levels both within and outside of the organization on budget and resource allocation issues.

Ensures that federal grants are administered in a thorough and timely manner and that all federal and state financial compliance requirements are met.

Assists in preparing financial reports on actual revenue/expenditures for the Board of Trustees and district administrators.

Directs compilation of data based on statistical studies an analysis of past and current years to prepare budgets and to justify funds requested.

Prepares financial and regulatory reports required by TEA's Financial Accountability System Resource Guide and Financial Accounting Manual and complies with the pronouncements of the United States General Accounting office, regulations, and Board of Trustees.

Analyzes records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred to project future revenues and expenses.

Tracks average district daily membership and average daily attendance to monitor revenue projections.

Prepares budget amendments to present to board of trustees to amend for changes in revenue or expenditures due to adjustments in student membership, enrollment, tax revenue or state aid changes.

Maintains general ledger validation file for approved accounting codes in accordance with TEA's Financial Accountability System Resource Guide and Financial Accounting Manual.

Ensures that all accounting codes are in compliance with TEA PEIMS Standards and manages and submits all edits for PEIMS financial submission for both Budget and Actual submission dates.

Prepares annual surveys and periodic requests for information by Texas educational groups and school districts.

Prepares explanations of overrun or under run of budget estimates for annual audit.

Computes ratios and percentages to make interdepartmental comparisons, indicate trends, and show other selected factors.

Assists with development and review of internal controls.

Assists in the preparation of the Consolidated Annual Financial Report.

Coordinates and manages the district wide annual Impact Aid Survey.

Testifies before examining and fund granting authorities regarding proposed budgets to clarify reports and gain support for estimated budget needs.

Works with administration to create guidelines and standards of equipment for new schools and grade level sections.

Coordinates and oversees annual Business Procedures Training for all district financial staff.

Plans salaries and benefits for all approved positions and monitors cost throughout the year to ensure accurate accounting.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises employees in the Budget Department. Is responsible for the overall direction, coordination, and evaluation of the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Business Administration, Accounting, Education, Finance or related area, required; five years of job-related experience, either in education or other related fields, and supervisory experience; master's degree preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental laws and regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.

OTHER SKILLS and ABILITIES

Must be able to operate a computer and working knowledge of Microsoft Office, Excel, Word and PowerPoint preferred. Must be proficient in basic business applications such as Microsoft Office (Outlook, Excel, Word) and in use of the internet.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.