

JOB TITLE
BUDGET AND MANAGEMENT
OPERATIONS SPECIALIST

DIVISION
ADMINISTRATION

REPORTS TO
DIRECTOR EARLY CHILDHOOD

SALARY SCHEDULE & GRADE
I I, GRADE 9

LENGTH OF WORK YEAR
260 DAYS

DATE
OCTOBER 11, 2010

SCOPE OF RESPONSIBILITIES

Responsible for budget development, control, quarterly reviews, and projecting year-end balances for Early Childhood. Examines budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyzes budgeting and accounting reports for the purpose of maintaining expenditure controls.

PERFORMANCE RESPONSIBILITIES

1. Analyzes department budgeting and accounting reports to maintain expenditure controls.
2. Examines budget estimates for completeness, accuracy, and conformance with procedures and regulations.
3. Consults with managers to ensure that budget adjustments are made in accordance with program changes.
4. Performs cost-benefit analyses to compare operating programs, review financial requests, or explore alternative financing methods.
5. Supervises staff in budget development and expenditure control.
6. Manages operations in direct support of the Director Early Childhood to ensure the efficiency of the program.
7. Directs the preparation of regular and special budget reports.
8. Assumes responsibility for budget control, quarterly reviews and projecting year-end expenditure balances and notification of potential budgetary problems.
9. Summarizes budgets and submits recommendations for the approval or disapproval of funds requests.
10. Performs other duties as assigned by the Director Early Childhood.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in area of assignment
2. Minimum of three (3) years successful experience in accounting or budget development

DESIRABLE QUALIFICATIONS

1. Knowledge of computer applications, preferably with Budget Finance Systems
2. Evidence of ability to organize, plan, and develop budgets and to work cooperatively with staff in financially related functions
3. Evidence of ability to work with groups and agencies responsible for and concerned with school budgets

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