

JOB DESCRIPTION

TITLE ESE BUDGET SPECIALIST

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Associate's degree with an emphasis in Accounting, Business, or related field; one to five years of related experience and/or training, or equivalent combination of education and experience. Basic computer skills required (e.g., ability to use email).
Language Skills	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of administrators, parents or employees of the organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear. The employee is frequently required to stand and walk; use hands to finger, handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Director, Exceptional Student Education

GENERAL RESPONSIBILITIES

1. Assists in the development and monitoring of the budgets for projects handled by the ESE office.
2. Maintains all ESE department budgets including IDEA Part B, Part C, Discretionary, locational and special grants.

SPECIFIC RESPONSIBILITIES

1. Posts and prepares requisitions and contracts.
2. Maintains files on all budgets (grants and locational) for audit purposes.
3. Prepares budget amendments for submission to Department of Education in Tallahassee.
4. Reviews monthly expenditures, encumbrances and budget balances.
5. Submits monthly budget reports to selected project personnel.
6. Prepares and types local budget amendments and journal entries.
7. Distributes, codes and balances petty cash.
8. Posts and prepares requisitions, contracts and purchase orders; validates items received with order sent and packing slip; and codes invoices for payments.
9. Communicates with vendors to identify and resolve problems with purchase order items and/or deliveries.
10. Conducts on-site inventory and maintains record of inventory.
11. Reviews and processes mileage reports for employees funded through ESE budgets, as appropriate.
12. Trains department secretaries on purchase order coding and mileage report processing.
13. Performs other duties as assigned.