

## JOB DESCRIPTION

TITLE VOLUNTARY PREKINDERGARTEN (VPK)  
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 in Accounting, Business or other related discipline; or three years related experience; or equivalent combination of education, training and experience which provides the required knowledge, skills and abilities for this position. Strong computer skills required including experience with Microsoft Office and, specifically, experience with Microsoft Excel, Pro Care, Child Plus, TERMS and Word. Ability to use email.
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	N/A
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.
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; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close

vision, distance vision, and the 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** Coordinator, Voluntary Prekindergarten

#### GENERAL RESPONSIBILITIES

1. Assists the VPK Coordinator, in the processing of the District budget including data analysis, budget amendments, and reconciliation of income and expenditures.
2. Takes applications and processes registrations.
3. Processes monthly attendance reporting and works with the local agencies for funding reimbursement.
4. Supports the VPK Coordinator, in the achievement of departmental annual goals and in the overall mission of the provision of services to schools and departments in a constructive, positive manner at all times.
5. Provides training to various groups including schools and departments with respect to budget procedures.
6. Provides supportive assistance to district schools and departments regarding the application of district finance and budgeting procedures.
7. Works cooperatively and supportively with the other components of the District financial services entity, including, but not limited to: Accounting, Payroll, Purchasing and FTE departments and the office of the Executive Director of Finance.

#### SPECIFIC RESPONSIBILITIES

1. Develops and maintains spreadsheets for attendance and budgets.
2. Maintains records; purchases and requisitions; reconciles summary reports for monthly departmental budget.
3. Enters data for and posts budget amendments and journal entries and maintains a department control log for all budget amendments.
4. Serves as first contact for parents, Early Learning Coalition and 4 C's.
5. Provides training for school and departmental staff on procedures related to budget department functions and assists in the implementation of new procedures and processes

related to district budgeting, as they are developed.

6. Provides assistance to the Voluntary Prekindergarten Coordinator.
7. Monitors budget activities throughout the District for purposes of identifying potential issues or problems and offers possible resolutions.
8. Performs other duties as assigned.