

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR I – BUDGET FINANCIAL SERVICES DIVISION

GENERAL STATEMENT OF JOB

Under general supervision, performs analytical work to assist in the preparation and administration of the GCS budget. Work involves examining departments' individual budget requests and expenditures to determine availability of funds, and implementing budget changes and amendments as approved by the Board of Education. Employee is also responsible for assisting in preparing the annual budget. Work also involves the performance of designated functions, and assisting in preparation for audits and maintenance of general accounts. Employee is responsible for providing assistance in compiling data for various reports required by oversight agencies. Employee is required to act tactfully and courteously in frequent contact with Principals, vendors, and organizational management. Reports to the Director - Budget.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists in preparation of final budget document after approval by the School Board, amends budget as directed by Board, and assists department heads in adjusting fiscal planning accordingly; calculates and reports budget allocations to supervisor, Principals and department heads, as directed. Responsible for working with federal program staff to enter initial federal program budgets and subsequent adjustments/transfers in state budgeting system.

Monitors departments' expenditures, ensuring compliance with established policies and procedures, and adherence to budget limitations; reviews availability of funds for requested purchases, and evaluates requests for interdepartmental fund transfers and budget amendments and prepares reports for departments.

Assists department heads and Principals on general fiscal and budgetary matters throughout year, as requested; prepares and distributes monthly financial reports to administrative departments; assists in preparation of budget presentations.

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of budgeting and accounting, attends association and professional meetings, and otherwise maintains contacts with professionals to facilitate exchange of information.

PROGRAM ADMINISTRATOR I – BUDGET

Utilizes expertise to assist with analytical studies of various topics pertaining to school system revenues and expenditures, in accordance with outlined goals and objectives; prepares and presents oral or written reports on findings and recommendations for improvements, as appropriate.

Evaluates work procedures to ensure greatest level of productivity in areas of responsibility.

Compiles various financial data and records for use in preparation of reports and records as required for submission to local, state and/or federal oversight agencies.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in accounting, business administration, public administration, finance, or a closely related field or an Associate's degree and 3 to 5 years of experience in governmental finance and/or budget analysis work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

Possession of valid North Carolina's driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read correspondence, reports, forms, budgets, etc. Requires the ability to prepare reports, correspondence, budgets, statistics, forms, etc., using proper format. Requires the ability to speak to people with poise, voice control and confidence.

PROGRAM ADMINISTRATOR I – BUDGET

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able communicate effectively and efficiently in standard English and accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to utilize percentages and decimals; and to apply the theories of algebra, descriptive statistics, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of bookkeeping and auditing practices and procedures.

Knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions.

General knowledge of journal entry processing.

Ability to review and evaluate budget requests.

Ability to assist in preparation of system-wide budgets.

Ability to monitor budget expenditures.

PROGRAM ADMINISTRATOR I – BUDGET

Ability to use common spreadsheet, word processing and file maintenance programs.

Ability to evaluate methods and procedures used in areas of responsibility.

Ability to organize and effectively process and maintain financial records and files, and prepare reports from them.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.