

## Union Public Schools Job Description

**Position Title:** Senior Budget Specialist  
**Department:** Financial Reporting  
**Reports To:** Associate Director of Budget

**FLSA Designation:** Exempt

**SUMMARY:** Engages in processing District budget data including: HR 100's, budget amendments, and position control changes. Maintains and reconciles assigned grants. Uses critical thinking skills and analytical skills to problem solve.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepares, analyzes, and presents budget information in a timely manner.
- Analyzes questions/concerns, identifies problems; researches potential solutions and works with HR and Payroll to problem-solve employee budget/actuals issues; follows up on implemented solutions to verify expected results.
- Member of the team that performs yearly budget projection.
- Provides proper internal control and accounting procedures.
- Maintains timely communication with Director and staff.
- Assists in periodic audits to ensure a timely review of all documents.
- Works on special accounting projects as requested by the Supervisor or Administrator.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** Carries out supervisory responsibilities in accordance with the District's policies and applicable laws.

**QUALIFICATION REQUIREMENTS:** *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, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in accounting or finance (with 15 accounting hours) from a four-year college or university. School accounting and reporting experience preferred. Equivalent experience or coursework considered in lieu of requirements.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write procedure manuals, routine reports, email and business correspondence. Ability to speak effectively before groups of supervisors, clients, employees 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 compute rate, ratio, and percent and to draw and interpret graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to analyze and apply problem solving skills. Ability to prepare, analyze, and interpret computer-generated reports.

**OTHER SKILLS and ABILITIES:** Proficiency with microcomputer applications especially Excel. Knowledge of pivot tables, formulas, and advanced Excel. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of school law, all District requirements and Board of Education policies.

**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 almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

**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 moderately quiet.