

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6165
Pay Grade: D11

FLSA: Non-Exempt

BUDGET ASSISTANT II

MAJOR FUNCTION:

Performs responsible technical, accounting, and budget duties in the monitoring and control of budget expenditures and the coordination of coding activities. Work is performed with considerable independence within established budgetary procedures and is reviewed by the Budget Director through observations of results and periodic checks on work.

DUTIES AND RESPONSIBILITIES:

- Monitors and controls budget expenditures by checking material or employee requisitions against approved budgets prior to purchase order or employee authorization. Determines upon inquiry which items are budgeted, where budgeted, and from which fund they should be paid. Coordinates coding activities performed in Budget, Personnel, Accounting, and Warehousing offices; such as cost center number, function, object, and special cost.
- Maintains control of instructional units in schools or departments; keeps master pages current; verifies approval of personnel; approves daily employee requisitions for Supporting Services positions; authorizes position overlaps; maintains personnel budget file for administrative, instructional, and supporting services positions; approves material requisitions, authorizes budget overrides.
- Evaluates program costs and budget requests for reasonableness and accuracy based upon an understanding of program budgeting goals.
- Computes estimated and final amounts of all school instructional, maintenance, and equipment budgets; calculates school clerical staffing costs based upon approved clerical staffing formula; evaluates daily position control conflicts report and works with Personnel Department in correcting variances.
- Analyzes budget printouts for over-expenditures, overfilled positions, and small balances.
- Answers inquiries from schools and departments relating to FTE student count and computing budget amounts, personnel staffing, coding requisitions, monthly budget statements, detail and categorical allocation reports.
- Assists Budget Director in compiling annual budget by conducting preliminary audit of departmental budgets; assists in gathering information for budget analysis; prepares financial reports.
- Prepares budget amendments with detailed documentation for the School Board and submits the budget input to the computer for financial records; inputs adjustments to the position control system.
- Prepares material and conducts workshops for new secretaries and bookkeepers relating to coding and budget procedures; for administrators on the budget process and the interpretation of budget printouts.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Associate's degree in Finance, Accounting, Business or related field, plus one (1) to three (3) years of experience in school system accounting or budgetary operations or an equivalent combination of education, training, and experience.

ISSUED: 8/79 SSN; REV: 5/83 PBL; BOARD APPROVED: 10/12/83; REV: 4/85 PBL; BOARD APPROVED: 8/14/85; CHANGE IN SALARY SCHEDULE; BOARD APPROVED 12/6/94; REVISED WC: 4/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

BUDGET ASSISTANT II

| <u>WORKING CONDITIONS & PHYSICAL EFFORT:</u> | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------------|---------|--------|-------|--------|
| | | | | | |
| 1. Lift objects weighing up to 20 pounds | | X | | | |
| 2. Lift objects weighing 21 to 50 pounds | X | | | | |
| 3. Lift objects weighing 51 to 100 pounds | X | | | | |
| 4. Lift objects weighing more than 100 pounds | X | | | | |
| 5. Carry objects weighing up to 20 pounds | | X | | | |
| 6. Carry objects weighing 21 to 50 pounds | X | | | | |
| 7. Carry objects weighing 51 to 100 pounds | X | | | | |
| 8. Carry objects weighing 100 pounds or more | X | | | | |
| 9. Standing up to one hour at a time | | | | X | |
| 10. Standing up to two hours at a time | X | | | | |
| 11. Standing for more than two hours at a time | X | | | | |
| 12. Stooping and bending | | X | | | |
| 13. Ability to reach and grasp objects | | | | | X |
| 14. Manual dexterity or fine motor skills | | | | | X |
| 15. Color vision, the ability to identify and distinguish colors | | | X | | |
| 16. Ability to communicate orally | | | | | X |
| 17. Ability to hear | | | | | X |
| 18. Pushing or pulling carts or other such objects | X | | | | |
| 19. Proofreading and checking documents for accuracy | | | | | X |
| 20. Using a keyboard to enter and transform words or data | | | | | X |
| 21. Using a video display terminal | | | | | X |
| 22. Working in a normal office environment with few physical discomforts | | | | | X |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | X | | | | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | X | | | | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | X | | | | |
| 26. Operating automobile, vehicle, or van | X | | | | |
| 27. Other physical, mental or visual ability required by the job | X | | | | |

Budget Assistant II - NR