

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

BUDGET ASSISTANT

Required Qualifications:

- A.A. Degree in Accounting
- Minimum of two (2) years of financial accounting and/or budgeting experience
- Two (2) additional years of experience relative to job responsibilities may substitute for the above degree requirement
- Knowledge of the law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Performance Responsibilities:

- Assist in the preparation and development of the Annual District budget, including categorical funding and school budgets, and participate in budget planning and review activities
- Monitor all school programs and department budgets to assure that expenditure codes are correct and within budget appropriations.
- Review and approve daily budget transfers from schools and departments
- Prepare, audit and enter District appropriation transfers on a regular basis. Research and prepare expenditure transfers as needed.
- Assist in the preparation of the quarterly Budget Amendment reports for the Hernando County School Board.
- Maintain spreadsheets and prepare budget entries of all personnel action forms relating to new hires, terminations and additional duty that is approved by the Board.
- Assist school and department staff with budget and expenditure inquiries.
- Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
- Assist Director of Budget with review of School Board agenda items.
- Respond to inquiries and concerns in a timely manner
- Keep Director of Budget informed of potential problems or unusual events
- Sustain focus and attention
- Perform other duties as assigned by the Director of Budget, and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Budget and/or designee

Evaluation:

Annual evaluation done by the Director of Budget and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level G

Job Code:

75030

Board Approved: 12/01/20
Revised: