



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: BUDGET OFFICER

QUALIFICATIONS:

1. Bachelor's Degree, Accounting or Business Administration preferred.
2. Five (5) years of successful experience in a budgeting or accounting
3. Governmental budgeting experience, preferred.

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: 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 as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Works closely with the payroll, finance and insurance departments to ensure the financial and business goals of the District are met.
2. Develops and prepares District's annual budget.
3. Reconciles position control function of the District.
4. Prepares or assists with all routine or special budget and finance reports such as monthly financial reports, annual financial reports, school budget reports, etc.
5. Serves as approver of the electronic funds transfers.
6. Supervises subordinate employees and assures that all work is accomplished in an efficient and accurate manner.
7. Assists department heads and cost center managers in developing specific annual budgets.
8. Keeps accounts of revenues and expenditures of the budget on prescribed forms.
9. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in current Salary Placement Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.

Handwritten signature of Shirley Byas in blue ink.

Reviewed by Dept. of Human Resources

APPROVED APR 12 2022

Revised: _____

Adopted by Bay District School Board: March 25, 1998

Bay District Schools is an Equal Opportunity Employer