

**JOB DESCRIPTION**  
**Nogales Unified School District #1**

**SPECIALIST BUDGET AND FINANCE**

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**Purpose Statement:**

The job of SPECIALIST BUDGET AND FINANCE is done for the purpose/s of performing a variety of financial activities including processing, recording, updating and reconciling fiscal information; providing instructions, recommendations and/or accounting support to other personnel; and analyzing expenditures against budget.

This job reports to FINANCE DIRECTOR

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**Essential Functions**

- Analyzes fiscal data (e.g. reports, data, etc.) for the purpose of determining feasibility of service within budget parameters and making recommendations.
- Assists auditors for the purpose of providing required information and coordinating necessary project activities.
- Coordinates with other staff for the purpose of completing projects/work orders efficiently.
- Maintains a wide variety of fiscal information, files and records (e.g. fund accounts, budget) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitors account balances and related financial activity (e.g. expense report) for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Prepares a variety of written materials (e.g. district wide purchase orders, agenda items for governing board, budgets) for the purpose of documenting activities, providing written reference, conveying information and/or complying with financial, legal and administrative requirements.
- Presents information procedural topics for the purpose of communicating information and ensuring adherence to established internal controls.
- Processes a variety of fiscal information (e.g. journal entries, indirect costs for federal grants, cash management for federal grants, end of the year completion report, budget allocation (maintenance and operation), budget transfer requests, medicade claims process) for the purpose of updating information and/or authorizing final action in compliance with accounting requirements.
- Reconciles cash and/or account balances as assigned (e.g. indirect costs for federal grants, cash management for federal grants) for the purpose of maintaining accurate balances and complying with accounting practices.
- Researches discrepancies of financial information and/or documentation (e.g. budget, fund coding) for the purpose of ensuring accuracy and adhering to procedures prior to processing for action.

**Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Process purchase orders for Superintendent's Office for the purpose of ensuring accurate processing for supplies and services.
- Processes mail for the purpose of ensuring incoming/outgoing correspondence into the department is processed in a timely and accurate manner.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment  
performing accounting procedures  
using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles  
computer operation/skills  
office methods and procedures

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality  
meeting deadlines and schedules  
working with detailed information/data  
working with frequent interruptions  
adapting to changing work priorities.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and monitoring budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 20% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

### **Required Testing**

None specified

### **Certificates & Licenses**

None Required

### **Continuing Educ. / Training**

None specified

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

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### **FLSA Status**

Non Exempt

### **Approval Date**

Job description available upon request

### **Salary Grade**

Classified 9