

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6160
Pay Grade: D09

FLSA: Non-Exempt

BUDGET ASSISTANT I

MAJOR FUNCTION:

Performs advanced, specialized clerical work in all phases of the budget process including the preparation of budget packets, assisting in compiling and printing the annual budget book, coding purchase orders, analyzing monthly reports, typing correspondence and reports, and the maintenance of the Budget Department filing system. Work is performed under general direction in accordance with established accounting and budgetary principles and procedures and is reviewed by a superior through verifications of accuracy of records and statements.

DUTIES AND RESPONSIBILITIES:

- Coordinates the flow of forms, monthly statements and correspondence between the budget office and schools and departments.
- Maintains all office files for budget amendments, printed budget forms, school and department budget forms, and correspondence.
- Prepares packets of budget forms for annual distribution to schools and departments and for Budget Committee workbooks.
- Responsible for obtaining Departmental and Categorical Narratives and putting them in the proper form for printing of the annual Program Budget Book; coordinates the preparations of the Annual Budget, including typing, proofreading material, submitting material to word processing and working with the Print Shop on the printing of the budget book and narrative book.
- Codes purchase orders and Material Center requisitions, answers inquiries from schools and departments relative to coding requisitions, monthly budget statements and detail and categorical allocation reports.
- Assists in analyzing monthly printouts for errors and in making necessary corrections.
- Processes the issuing of County Budget Trust Account checks to schools and departments twice a year.
- Processes bi-weekly payroll pre-list and all requisitions for purchase of supplies and equipment for budget office.
- Applies knowledge of accounting and budgetary principles and procedures; makes accurate arithmetic calculations and performs daily work involving written and numeric data.
- Establishes and maintains effective working relationships with individuals at all levels of the school system.
- Assists in other areas of the Budget Department as the need arises.
- Performs good typing and office practice skills.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED and two (2) years responsible clerical experience in elementary bookkeeping or an equivalent combination of education, training and experience.

ISSUED: 8/79 SSN; REVISED: 2/83; BOARD APPROVED: 10/12/83; REVISED FORMAT: 3/88; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; 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 I

<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 I - NR