



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Budget Specialist

Salary Block: 308

Reports To: Appropriate Administrator

Terms of Employment: 226 Days

Exemption Status: Non-Exempt

Primary Purpose:

The primary duties of this employee are to provide secretarial and administrative assistant support.

Qualifications:

Education/Certification:

- High school diploma/equivalent or higher

Special Knowledge/Skills:

- Pass bookkeeping test (To be administered by S.I.S.D)
- Possess computer skills required to formulate spreadsheets
- Possess advanced computer skills in word processing, data base, and spreadsheet applications
- Knowledge of computer applications such as excel and word.
- Demonstrate ability to develop, compose, and edit correspondence
- Must demonstrate leadership skills
- Must be able to independently complete complex, special projects and to organize and analyze information pertinent to the smooth operation of the school district
- Demonstrate ability to effectively communicate with employees, patrons and general public

Experience:

- A minimum of three (3) years of full charge bookkeeping experience

Major Responsibilities and Duties:

1. Assists in preparation of various reports, bank reconciliation's, research and financial statements.
2. Initiates solutions to problems referred to the department or campus leader's office.
3. Possesses the knowledge and expertise of all department or campus programs in order to facilitate budget preparation, appointments, amendments and personnel considerations.
4. Provides and interprets technical information in the absence of department or campus leader.
5. Serves as advisor to the department head or principal during the budgeting process and maintains all related records.
6. Applies different forms of technology, such as computer programs, to increase the efficiency and effectiveness of department or campus operations, and continues to improve in the use of technological resources through advanced training.
7. Assists in the gathering, analyzing and compiling of data needed for annual program evaluations and various other reports.
8. Leads activities of the other paraprofessional and clerical personnel assigned to the department or campus.
9. Possesses the ability to work with multiple directors, campus administrators, departments, schools and various programs simultaneously.

Administrative Specialist II/Full Charge Bookkeeper

10. Completes tasks and projects in a manner that facilitates program implementation on a district-wide level or school-wide level.
11. Possesses the ability to diffuse adversarial situations with district staff or parents after the complaints have been forwarded to the central office or campus office.
12. Assigns duties to, trains, supervises, mentors, and evaluates student workers.
13. Completes special projects and assignments associated with the functions of the particular office.
14. Gathers information necessary for submission of bids by the Finance Department for capital outlay items purchased for use by departments or campuses.
15. Maintains a professional level of confidentiality in office regarding sensitive personnel, parent and student matters.
16. Continues to build interpersonal and leadership skills through advanced training.
17. Assists in preparing computer generated reports.
18. Coordinates and arranges travel for the department head or principal and other district personnel.
19. Arranges priority calendar for the department head or principal maintains a schedule of appointments and makes arrangements for conferences and interviews and meetings.
20. Maintains inventory of the department.
21. Greets all visitors courteously, determines their needs, checks appointments and directs or escorts them to the proper person.
22. Prepares and distributes materials relative to the programs under the direction of the department head or principal.
23. Assists in coordinating staff development for district and campus personnel and maintains records of attendance.
24. Upholds and adheres to safety rules and policies of the SISD safety program.
25. Supports the goals and objectives of the school district and follows all district policies.
26. Demonstrates the ability to attend work on a regular routine basis to avoid disruption of district operations.
27. Performs any other duties as assigned by the appropriate supervisor.
28. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress; ability to organize; ability to lead others

Physical Demands/Environmental Factors: Prolonged use of computer; works with frequent interruptions

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

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Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief Human Resources Officer (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

ADOPTED: 2-6-90

AMENDED: 3-2-93, 2-19-96, 11-21-96, 3-20-97, 3-2-01, 10-5-16, 10-23-17,
09-25-19, 5-19-2020