



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 4/7/2024

Budget Coordinator

Pay Scale: B

Level: 14

FLSA Status: Exempt

Job Family: Business and Finance

Primary Location: Administration Building

Department Overview

The Department of Business and Financial Services is responsible for the maintenance and operation of a balanced budget. The department establishes internal controls, policies, and execution to provide the highest quality of services in financial support of Loudoun County Public Schools. The Department includes the following teams: Financial Services, Accounting, Payroll, Procurement and Risk management, Budget and Financial Analytics, and School Nutrition Services.

Job Overview

The Budget Coordinator facilitates the successful performance of the annual LCPS budget development cycle. The incumbent works across Departments to assess and fine-tune enrollment projections, apply more than 200 staffing standards, cost new initiatives, and budget enhancements, and manage a tracking mechanism enabling Cabinet to dynamically prioritize and reconcile the proposed budget through the development lifecycle. The Budget Coordinator is responsible for budget data that is captured in enterprise budget and accounting systems and applies controls to ensure data integrity and accuracy. Additionally, the Budget Coordinator is responsible for implementation of the school division's Position Control system to ensure the accurate and compliant allocation of more than 13,000 FTE. This activity requires significant attention to detail, the application of considerable judgment, and partnering across all Divisions as the LCPS subject matter expert on the position management process. This position operates with minimal oversight from the Director, Budget, and Financial Analytics.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Coordinates all phases of, and production of deliverables for, the budget development process including development, adoption, reconciliation, and publication
- Develops and analyzes budget data in preparing budget documents
- Reviews budget request submissions for completeness and integration with other initiatives
- Serves as the LCPS subject matter expert for budget adjustments, providing guidance and oversight that transfers are accurate, have sufficient authority, and contain sufficient detail for auditability
- Creates relevant practices and procedures for the Position Control system, including implementation of control and FTE balancing procedures, integration with HRTD processes, and improving standardized FTE and position reports
- Develops and conducts enterprise training on the budget development lifecycle and Position Control system
- Reviews, and participates in, the development of enrollment projections to coordinate with Departments and school-based administrators to assess the effect of enrollment changes

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree in Business, Accounting, Public Administration, or related field

Experience

Five (5) or more years of applicable experience, including the development and management of budgets of significant size and complexity

Experience working with enterprise-class business systems and accounting software

Experience with MS Office suite and Google applications

Demonstrated experience excelling in an environment that requires a high attention to detail and working under strict deadlines

Demonstrated experience applying knowledge and skills to independently manage enterprise processes and identify improvements

Licenses and Certifications

Knowledge, Skills, and Abilities

- Demonstrated ability to work independently to produce high-quality work products that integrate with, and support, larger coordinated initiatives
- Working knowledge of theory, principals, practices and techniques of public sector or governmental accounting and financial management
- Demonstrated ability to distill complex or loosely defined questions into finite and quantified projections or answers through the application of gained knowledge and expertise
- Application of exceptional verbal and written communication skills

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing, or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.