



Send Application and Information to:

Department of Personnel
P.O. Box 1388
Port Arthur, TX 77641-1388

Posting

(Vacancy Announcement)

Position Title: Budget Coordinator

Posting Date: January 19, 2012

Deadline: Until Filled

Location: Administration Building

Salary Range: \$41,815 - \$58,342

Length of Work Year: 220 days

Education (Certification/License): Bachelor's degree in accounting or finance-related field preferred.

Experience: Five years accounting / bookkeeping experience at a high level of responsibility preferred.

Previous experience in a school district environment preferred.

Special Knowledge/Skills:

- Knowledge of governmental accounting and auditing principles established by the Governmental Accounting System Board (GASB).
- Ability to analyze and interpret financial data.
- Knowledge of budget analysis and preparation.
- Ability to analyze and evaluate accounting problems, develop data, and recommend improved procedures.
- Knowledge of computerized accounting systems.
- Ability to use personal computer and software to develop complex accounting reports, spreadsheets, and databases.
- Ability to work with numbers in an accurate and rapid manner.
- Skilled in Windows-based database, spreadsheet applications, and Power Point.
- Ability to communicate effectively verbally and in writing with diverse groups of individuals.
- Assist with maintaining all budgets (i.e., payroll, special revenues, general fund, bond projects, etc.)
- Assist with proposed budgets and work with Budget Accountant to prepare a workable budget.
- Assist with establishing, maintaining, and revising account numbers to properly record budgets.
- Assist with budget establishments, transfers and amendments.
- Review / monitor budget to actual comparisons to ensure accounts and funds are balanced.
- Monitor payroll activities to ensure appropriate accruals, encumbrances, TRS transactions, etc.
- Prepare charts, graphs, and other information to present proposed budget for review and approval.
- Assist with quarterly, semi-annual & final expenditure reports.
- Work with administrators, principals, directors, and staff regarding budget and accounting issues.
- Record, store, and analyze information using accounting software.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records and financial statements.
- Perform other duties and functions as assigned by the Assistant Superintendent for Business and Finance.

Application Procedures:

District Employees:
Letter of Interest and updated résumé.

- Non District Applicants:**
1. Letter of Interest for each position.
 2. Current résumé.
 3. Completed application.
 4. Copy of transcript(s).
 5. Criminal record release.

Contact Person: Jimmy Wyble

Contact Numbers

PH: (409) 989-6282; (409) 989-6251; FX (409) 983-2733; www.paisd.org