



Budget & Finance Officer

Job Description			
Position:	Budget & Finance Officer	Date Created:	8/30/2024
Department:	Administration	Job Type:	Full-Time
Reports To:	Chief Financial Officer	FLSA Category:	Exempt
Placement Schedule: Schedule 2, Paygrade 29			

POSITION SUMMARY:

Under the general supervision of the Chief Financial Officer, the Budget & Finance Officer provides input and guidance on Haven Schools financial issues and provides strategic insights, financial acumen, and leadership on issues affecting the organization. This position conducts a wide array of financial and operational analyses and develops key metrics needed to maximize efficient use of organizational funds.

KEY RESPONSIBILITIES:

- Assists and prepares documents for the annual budget.
- Assists with the preparation of monthly financial statements and variance reports.
- Assists in preparing all required reporting documents for bondholders and related agencies.
- Reconciles bank statements monthly.
- Reviews monthly credit card statement reconciliations to ensure proper compliance with purchasing policies and procedures.
- Prepares form 941, State Re-employment, and W-2s.
- Works with Benefits and Accounting Assistant to prepare documents for payroll vendor payments and make appropriate payments.
- Computes all employee true-ups in payroll, employee salary changes, unused leave payments, annual raises, and bonuses.
- Examines each payroll to ensure accuracy and serves as backup to the Payroll Manager if needed.
- Assists the Payroll Manager in maintaining the Position Control software system.
- Prepares labor portion of the annual budget and maintains employee rosters.
- Prepares quarterly labor budget variance reports and meets with department managers.
- Maintains fixed asset records and computes annual depreciation.
- Assists in annual audit prep.
- Prepares documents for annual workers' compensation audit.
- Assists in preparing documents for reimbursable funds to Bay District Schools to include but not limited to grants and ½ cent sales tax funding.
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, Business Administration, or related field (preferred).
- 5+ years experience in an accounting or finance role.
- 15+ years experience in an accounting or finance role will be considered in place of a degree.
- Demonstrable knowledge of Federal Law and Florida Law pertaining to business services, school funding, and financial services.
- Strong organizational and time management skills.
- Meticulous attention to detail to ensure data is entered accurately.
- Ability to multi-task when necessary.
- Great oral and written communication skills.
- Excellent customer service skills.



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- Microsoft Office Skills (Word, Excel, PowerPoint, Outlook).
- Knowledge of state and federal laws that apply to the duties of this position.
- Must be able to analyze information and make recommendations to management as needed.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.
- Ability to maintain strict organization and student confidentiality.

PHYSICAL DEMANDS:

- Varied activities including sitting, standing, walking, bending, lifting, and reaching for extended periods of time.
- Periodic need to lift, carry, push, or pull items weighing up to 20 pounds.

WORK ENVIRONMENT:

- Work is generally performed in a fast-paced, high volume, school/office environment.
- Must be able to tolerate frequent interruptions from administrators, staff members, and others.

TRAVEL REQUIREMENTS:

- Occasional travel to various school, district, state, and/or community events may be required.

SIGNATURE:

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____