



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Operations Budget Specialist
<b>Payroll/Personnel Type:</b>	12 Month
<b>Reports to:</b>	Deputy Superintendent of Operations/Chief Operating Officer
<b>Shift Length:</b>	8 Hours a Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

The Operations Budget Specialist will examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Examine requests for budget revisions and will be responsible for ensuring that all Facilities, Food & Nutrition Services and Transportation invoices are: (1) in compliance with District and federal regulations; (2) paid ahead of schedule or on time; and (3) completed accurately and thoroughly. Will work collaboratively to analyze and organize all efforts for the Operations Department board resolution process.

**Essential Functions:**

- Review support documentation, verifying the amount, account code, location, vendor number and other pertinent information to ensure contractual payment requests are in accordance with contract guidelines
- Follow-up with internal and external stakeholders to ensure that invoices are processed on time
- Proactively engage with other District offices and teams to ensure that the Department is fully compliant with all District and federal regulations
- Analyzes costs in relation to services performed during previous fiscal years to prepare comparative analyses of operating programs
- Consults with Operations department leaders to ensure adjustments are made in accordance with any changes or modifications to contracts and budgets
- The ability to work with Facilities team for budget needs for staff and tradesmen i.e. overtime, extra-service for special projects, supplies/purchase order requests, etc.
- Work collaboratively with other District departments and vendors to ensure completion of all projects in a professional and timely manner
- Perform other duties as assigned

**Knowledge, Skills, and Abilities:**

- Ability to proficiently utilize computer software, i.e., Microsoft Office Suite (Microsoft Outlook, Microsoft Word, Power Point, Excel and MS Teams)
- Excellent written and verbal communication skills
- Demonstrate a proficiency in performing data analysis and making financial presentations and effectively communicate complex messages in a logical and concise manner
- Familiarity with fund accounting practices and standards
- Able to respond effectively to changing demands and has strong organization and time management skills
- Apply principles of logical thinking to define problem, collect data establish facts and draw valid conclusions



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**Experience:**

- Required: Three years' experience in finance, budgeting, capital planning, fund accounting or related field
- Preferred: One year experience in BusinessPlus or related software application

**Education:**

- Bachelor's Degree in Finance or Accounting (Required)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____	_____		
Human Resources	Date		

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***



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