Classification Description

Job Title: **Senior Coordinator, Budget** **Pay Grade:** **117**

Job Code: **4342** **FLSA Status:** **Exempt**

Job Purpose

The Senior Coordinator of Budget at Florida Southwestern State College takes a leadership role in FSW's financial management. Responsibilities encompass overseeing the budget planning and development process, ensuring fiscal compliance, and collaborating with academic and administrative departments to optimize resource allocation. This position provides expert guidance, manages specialized budgets, and facilitates efficient financial operations; this position plays a pivotal role in the College's mission to provide high-quality education and services. The Sr. Coordinator of Budget's contributions are integral to our continued success and commitment to excellence in higher education.

General Responsibilities

Essential Functions

Leads and supervises the budget planning and development process for all course fees, high school and continuing education budgets, including the preparation and distribution of documents, schedules, and guidelines to various departments.

Collaborates closely with Academic Deans and Program Directors to develop and maintain course fee amounts for respective disciplines.

Manages and coordinates the formulation of Continuing Education Program budgets. Distributes schedules and reports to Program Directors, offering insights into the financial status of each program.

Assists the Director of Budget with the input of budget data and establishing procedures for specialized budget categories.

Prepares and distributes documents and schedules to support the budget planning and development process. Provides training and technical assistance to the staff that are researching and preparing department budgets. Conducts thorough analysis of budget reports to prevent overspending and to identify unused budgets.

Provides technical support to departments utilizing the Banner system, aiding in accessing relevant screens and ensuring accurate data entry.

Collaborates with departments on cost-benefit analyses for projects, programs, and proposals.

Assists the Director of Budget in maintaining position budgets, including managing personnel budget transfers and coordinating with Human Resources for new position activations.

Runs semi-monthly Salary Encumbrance process and monitors personnel budgets for College and FSW Collegiate High Schools.

Calculates and distributes quarterly Lapse Salary Contingency.

Supports the budget development process for the College by offering expertise in specific aspects of preparation and execution.

Advises administrators on budget item preparation and interpretation, working closely with the supervisor.

Prepares year end journal vouchers related to exemptions, waivers and tuition re-allocation.

Creates and distributes monthly department analysis reports using Spreadsheet Server.

Prepares monthly and quarterly Collegiate High Schools Financials for the District Board of Trustees.

Annually completes the School profit/loss analysis while at the same time assessing revenue trends, scrutinizing expense categories and devising strategies to improve profitability or minimize loss.

Participates in the preparation of period financial statements, including variance analysis, for budget administrators.

Assists with the input of budget data.

Prepares worksheets to be used for submission into Banner.

May assist supervisor in cost-benefit analysis of project, program, and related proposals.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in business, finance or other related field.

Four (4) years of related full-time professional work experience with emphasis on budget analysis and development. An appropriate combination of education and experience may be substituted.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: February 8, 2025.