

# Classification Specification: Budget Coordinator

Classification Number: 66511  
Effective Date: April 4, 2014

Pay Grade:  
Current Exemption Status: Nonexempt

## Position Summary

Assists an administrator(s) and/or department in planning, monitoring and analysis of the budgets for a department or function. Processes check requests, billing, and expense receipts.

## Essential/Primary Duties

- Produces budget reports as needed. Answers budget questions. Provides data for revenue and expense projections. Analyzes budget data, and may attend meetings as needed. Researches history of past budgets as needed.
- Processes check request payments. Creates journal entries, and reconciles all revenue and expenses.
- Processes vendor and interdepartmental billing.
- Reconciles and approves expense receipts. Processes foundation disbursements and maintains ledgers on multiple foundation accounts. Reconciles income and expenses and provides monthly reports.
- Maintains records and archives.
- Orders supplies. Submits work orders. Maintains computer and telephone inventories. Updates and maintains emergency response plan, first aid equipment, etc.
- May provide direction to other staff.

## Experience and Education

### Experience

- Six months to one year related experience required

### Education

- High school diploma or GED required

## Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

## Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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## Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to communicate clearly verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports, and modify data in financial system(s)
- Ability to access and maintain document imaging systems including scanning and filing documents
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence

## Supervisory Responsibility

### Full-Time

None

### Part-Time

None

## Providing Direction

### Full-Time

Other staff

### Part-Time

None

## Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.