Specialist – Budget & Treasury

Rev Oct 2026

Reports to: Chief Financial Officer

Dept./Campus: Business Services

Status: Non-Exempt

Paygrade: 408

Term: 226 Days

PRIMARY PURPOSE:

Coordinate accounts receivable, procurement, and security of funds for the school district performing assigned duties personally or through others in accordance with state and federal guidelines and district policies. This position oversees all aspects of cash management, investment portfolio, debt service, revenue accounting, accounts receivable, journal entries, and other duties assigned by the CFO and Director of Finance.

MAJOR RESPONSIBILITIES AND DUTIES

- **Budget Development and Financial Planning**
  - Assist the Chief Financial Officer (CFO) and Director of Finance with annual budget development and preparation.
  - Gather, organize, and maintain information needed for the annual budget process.
  - Assist the CFO with revenue and expenditure projections.
  - Maintain and update projection schedules and supporting calculations throughout the year.
  - Assist with current-year estimates and multi-year financial projections.
  - Monitor actual revenues and expenditures against budget and projections.
  - Prepare variance of information for review by the CFO and Director of Finance.
  - Prepare and maintain budget reports, schedules, and supporting documentation.
  - Prepare budget amendments for review and Board approval.
  - Assist CFO and Director of Finance with financial reports, special projects, and other financial analysis.
- **Campus & Department Budget Support**
  - Serve as a primary Business Services resource for campus and department budget questions.
  - Provide ongoing assistance to principals, department leaders, and budget staff with monitoring their budgets.
  - Assist campuses and departments during annual budget development.
  - Assist with budget request, allocations, transfers, amendments, and account coding.
  - Provide campuses and departments with budget reports and information needed to monitor available balances and expenditures.
  - Review campus and department budget activity and bring significant variances or concerns to Business Services leadership.
  - Assist with budget training for campus and department staff.
  - Develop and maintain budget guidance, tools, schedules, and other resources for campuses and departments.
  - Work with the Director of Purchasing on issues involving both budget availability and purchasing procedures.

- Help promote consistent budget and purchasing practices across the district.

- **Treasury and Cash Management**
  - Monitor all district bank, cash, and investment account balances.
  - Maintain current schedules showing cash and investment balances.
  - Provide regular cash-position information to the CFO and Director of Finance.
  - Monitor upcoming cash requirements, including payroll, accounts payable, debt service, and significant purchasing activity.
  - Initiate and process transfers between bank and investment accounts in accordance with established procedures and authorization requirements.
  - Assist CFO and Director of Finance with cash-flow schedules and projections.
  - Assist CFO and Director of Finance with investment activities; monitor available cash that may be available for investment.
  - Maintain investment schedules and monitor investment maturities.
  - Prepare information needed by the CFO and Director of Finance for investment and liquidity decisions.
  - Process approved investment transactions and transfers.
  - Maintain investment records, including balances, maturities, and interest earnings.
  - Monitor banking activity and report unusual transactions or significant balance changes.
  - Communicate with banking and investment providers regarding routine treasury activities.
  - Assist with investment reporting and other required treasury records.
  - Assist with bank account maintenance and authorized signer documentation.
  - Monitor balances related to collateralization requirements.
- **Bank Reconciliations and Internal Controls**
  - Serve as a secondary reviewer and signer of completed district bank reconciliations (Accountant serves as primarily responsible).
  - Review reconciliations for outstanding items, unusual transactions, reconciling differences, and mathematical accuracy.
  - Assist Accountant with researching and resolving reconciliation differences.
  - Maintain familiarity of bank activity and related general ledger cash balances.
  - Bring significant, unusual, or unresolved reconciling items to the Business Services leadership.
  - Assist with monitoring internal controls involving cash, banking, investments, and related financial activity.
  - Work with CFO, Director of Finance, and Director of Purchasing on internal control procedures involving financial and purchasing processes.
  - Follow established segregation of duties for initiation, authorization, approval, and reconciliation of banking and investment transactions.
  - Position may initiate/process transfers ***but should not independently authorize or approve its own transactions.***
- **Policies, Reports, and Law**
  - Compile, maintain, and file, all physical and computerized reports, records, and other documents required, including auditable records and financial statements.

- Implement the policies established by federal and state laws, State Board of Education rule, and local Board policy in the areas assigned.

- **Communication**
  - Establish and maintain a professional relationship and open communication with colleagues, staff members, and vendors.
  - Attend meetings when appropriate and/or requested.
- **Professional Growth and Development**
  - Participate in staff development activities, annual training, conferences, and workshops to improve job-related skills.
- **Other**
  - Follow district safety protocols and emergency procedures.
  - Maintain confidentiality of all information.
  - Complete other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in Business or Finance preferred. Experience with cash and investment portfolios, debt service records and payments, revenue accounting, interest income projections, accounts receivable (light) and journal entries is preferred.

Knowledge/Skills/Abilities:

- Skill in maintaining accurate financial schedules, spreadsheets, reports, and supporting documentation
- Strong Excel skills and ability to work effectively within the district's financial system
- Ability to work accurately with multiple-bank, investment, and budget balances
- Ability to identify discrepancies and variances and bring them to the appropriate staff for review
- Ability to communicate budget and financial information clearly to campus and department staff
- Ability to manage multiple deadlines and recurring financial processes
- Ability to work independently within established procedures while seeking guidance when decisions or exceptions require leadership review.
- Strong, professional and effective, organizational, written, communication, interpersonal, and customer service skills

Mental/Physical/Environmental Demands:

- Standard office equipment including personal computer and peripherals
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching
- Occasional light lifting and carrying (less than 15 pounds)

- Work inside, regular exposure to noise
- May work prolonged or irregular hours; occasional districtwide travel
- Work with frequent interruptions; maintain emotional control under stress

The above statements are not an exhaustive list of all responsibilities, duties, and skills that may be required.
All GISD employees are expected to maintain an extreme degree of confidentiality by following the
Family Educational Rights and Privacy Act (FERPA) for student information and the
Health Insurance Portability and Accountability Act of 1996 (HIPAA) for employee and student information.