AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**GF SPECIALIST BUDGET MULTILINGUAL ED**			PAY GRADE:	**NIS 8**
DUTY DAYS:	**260**	FLSA STATUS:	**NON-EXEMPT**	DATE REVISED:	**05/28/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS

Incumbent must have one (1) to three (3) years of related experience and demonstrate high financial analysis skills. Experience with budget administration and budget analysis is preferred. A Bachelor degree in Accounting and/or Finance is preferred.

SKILL REQUIREMENTS

Financial analysis, planning, budgeting, and forecasting experience, and school district or governmental experience is preferred. Ability to analyze problems and to identify significant factors, gather pertinent data and recognize solutions. Ability to utilize software applications to manage, extract and analyze data to facilitate reporting and reconciling analysis. Any other experience that has provided the applicant with the knowledge, skills, and abilities to successfully perform the duties of this position, and that is typically in or related to the work of the position to be filled. Incumbent must possess highly analytical skills and must be proficient in Google Workspace and Microsoft Excel. Excellent customer service, communication, and writing skills are required.

JOB PURPOSE AND RESPONSIBILITY

The incumbent will support the team in establishing, monitoring, and accurately reporting the Multilingual Education and other assigned budgets..

ESSENTIAL FUNCTIONS

- Maintain full accountability and management of a specific departmental and/or program budget, including monitoring, verifying, and reconciling expenditures related to positions and payroll.
- Utilize financial/accounting systems to prepare financial documents as needed using spreadsheets, word processing or power point applications.
- Act as internal liaison between internal departments to provide budget guidance and cost accounting information.
- Work with supervisor, State and Federal Programs, Talent Strategy and other program area staff and gain full understanding of program areas' financial needs; perform site visits as appropriate.
- Maintain accuracy of the position control system and the State and Federal Programs and work closely with the Talent Strategy staff to reconcile any differences between the position control system and the pay systems.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including computer and peripherals

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent walking, grasping/squeezing, wrist flexion/extension, and overhead reaching

Lifting: Frequent moderate lifting and carrying (15 pounds)

Environment: **S**tandard office setting, occasional prolonged hours

Mental Demands: Maintain emotional control under stress; work with frequent interruptions

PERSONAL WORK RELATIONSHIPS:

Incumbent reports directly to the appropriate supervisor of the department. Incumbent will have regular contact with other Austin ISD employees.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws..

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	