

TRACY PUBLIC SCHOOLS JOB DESCRIPTION

POSITION TITLE: Budget Technician

DEPARTMENT: Financial Services

POSITION SUMMARY: Under general supervision of the Director of Financial Services, assist with the development of the District budgets and supporting data, control and monitoring of District accounts, and perform difficult budgetary and financial projects requiring initiative and independent judgment in accordance with established policies and procedures.

ESSENTIAL FUNCTIONS:

1. Assist with the development, preparation and implementation of District budgets.
2. Assist with the development of guidelines and procedures, budget calendar and supporting data for the various District budgets.
3. Assist in preparing revised budget estimates for revenue, expenditures and beginning fund balances.
4. Prepare and enter source document information regarding budget revisions and transfers.
5. Audit expenditure and appropriation transfers under the direction of the Director of Financial Services.
6. Assist with the preparation of county and state required budgetary reports/forms.
7. Assist with the preparation of division/department/site budget distribution forms, entering and reconciling of budget data.
8. Assist with the preparation of projected costs for salaries and other expenditures.
9. Assist with the maintenance of the District chart of accounts in consultation with the Accounting Supervisor and under the direction of the Director of Financial Services.
10. Establish and maintain cooperative relationships with those contacted during the course of work.
11. Perform other related duties as assigned.

EDUCATION: High School diploma or equivalent required. Associate of Arts Degree with specialization in bookkeeping, accounting and general office procedures is desired.

SKILLS AND QUALIFICATIONS: Knowledge of and ability to apply basic accounting, budgeting, planning and fiscal accountability methods, principles and practices; operate a variety of office machines including microcomputers, terminals and printers; apply problem solving processes and techniques; type at a speed of 30 words a minute from clear copy; perform complex arithmetic calculations with accuracy and speed; understand and implement complex oral and written directions given in English; assist in the maintenance of position control budget; meet deadlines; knowledge of computer assisted budgeting and accounting software.

EXPERIENCE: Increasingly responsible experience successfully performing accounting and budgeting work. Three (3) years experience directly related to school budget development, knowledge of Schools Fund Accounting and Budgeting, and knowledge of California Schools Budget reporting is desirable.

SALARY: Range 10 - Classified Confidential

Board Approved:

HS Board 11/12/96
ELEM Board 11/12/96