

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **BUDGET TECHNICIAN (Confidential)**
Department: Business Services
Reports To: Assistant Superintendent of Business Services

SUMMARY:

Under the direction and supervision of the Assistant Superintendent of Business Services, performs complex budget work involving preparation, review, maintenance and analysis of the District's budget and training and assisting District personnel on budget issues. This position has knowledge of bargaining data and materials and is, therefore, designated as confidential.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Prepares and distributes forms and instructions for development of District budget
- * Assists in the preparation of fiscal reports, including interim reports and unaudited actuals
- * Provides technical assistance to program personnel in developing and maintaining budgets
- * Coordinates and assembles materials necessary for preparation of District budget
- * Monitors monthly budget reports for undesirable variations
- * Performs complex accounting entries, analyses, reconciliations and reports
- * Develops complex computer-generated spreadsheets used in the preparation of various financial reports, projections and analyses
- * Conducts audits of all school district funds or accounts, including student body accounts
- * Examines purchase requisitions and processing requests
- * Performs special studies to assist administrators in the formulation of new policies and procedures
- * Maintains district fixed asset listing
- * Other related duties as assigned

QUALIFICATION REQUIREMENTS:

- * Ability to prepare clear and concise financial reports
- * Ability to instruct and train clerical and accounting personnel
- * Ability to prepare and present oral and written reports
- * Ability to establish and maintain cooperative working relationships with staff, administrators, and the general public
- * Assemble and analyze data and make appropriate recommendations for fiscal and budget actions
- * Thorough knowledge of PC-based spreadsheet, word processing, and accounting software

DESIRABLE QUALIFICATIONS:

- * Knowledge of California public school budgeting, accounting, and fiscal principles and practices, auditing and inventory control procedures, including a thorough knowledge of the California School Accounting Manual
- * Experience with the Standardized Account Code Structure (SACS)

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that would provide the required knowledge and abilities to perform the duties listed above.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret professional journals, financial reports, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply financial concepts such as compound interest, time value of money, tax rates and discounts.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Personal Computer and spreadsheet skills. Ability to apply knowledge of current research and theory in specific fields. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually very quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.