

BUDGET TECHNICIAN

DEFINITION

A confidential position under general supervision, to coordinate materials for the preparation of annual and periodic budget reports; to design and operate a control system for all expenditures; to prepare reports and analyses; and to do related work as required.

EXAMPLES OF DUTIES

Analyzes, develops, and monitors budgets and budgetary procedures; prepares and assists in the preparation of budgeting, financial, and Board reports; exercises control over budget revisions and transfers; assists District administrators in budget development, implementation, and control matters; plans and conducts budget workshops and training for District staff; reviews expenditures for compliance with District budget and applicable regulations; performs long range planning and forecasting reports; continuously monitors and revises income estimates and predicts the ending balances; provides budget position control; serves as fiscal consultant on any grant proposal; monitors funded projects; advises District on budgetary matters for negotiations; monitors and prepares monthly financial statements; prepares statistical and analytical data; assists in preparation of budget calendar and monitors its continuous progress; communicates with users to explain procedures; determines funds available to meet District needs; develops budget procedures including forms, instructions and timetables; provides information for administrators for the preparation, audit, and review of grants, contracts, leases, mandated cost recovery and other fiscal commitments in which the District is involved; prepares budget amendments.

SPECIAL REQUIREMENT

Possession and maintenance of valid California driver's license and a good driving record sufficient to maintain insurability by the District's carrier at standard rates.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles and methods of budgeting for school districts including revenue limit calculations and other revenue formulas;
- Cost accounting principles for school districts;
- Basic financial analysis control and research techniques;
- Financial and project management software.

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Ability to:

- Maintain budget account structure in accordance with state law, regulations, and District policy;
- Assist District's staff in budget procedures, including reading printouts, preparing materials, and analyzing financial data;
- Work rapidly and accurately with numbers;
- Operate computer equipment for various tasks including the production of budget work sheets and reports;
- Establish and maintain effective cooperative work relationships;
- Plan, organize, and conduct studies;
- Speak and write clearly and concisely;
- Read and understand complex regulations.

Training and Experience:

Four years of accounting or financial recordkeeping experience including at least two years in a fund accounting environment, preferably a school district.

Associate of Arts degree with a major in accounting or a closely related field is required.