TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Budget/Fiscal Specialist **CLASSIFICATION: Classified**
DEPARTMENT: Business Services

DECRIPTION OF POSITION

Under general direction of the Assistant Superintendent of Business Services, performs complex and technical financial, budget and record management functions in connection with maintaining budgetary accountability for the District's funds, budgetary control and analysis, budgetary reporting and functions that involve manual and computer assisted processes; perform other related work as required.

REPRESENTATIVE DUTIES

- Provides information and technical assistance pertaining to budgetary procedures and controls, operational guidelines, and district policies and regulations to district staff and other agencies;
- Reviews and analyzes budgets for categorical, general, and special fund budgets on a monthly basis and develop variance reports for management review;
- Prepares budget to actual summary reports for categorical, general, and special fund budgets on a monthly basis for management and Board review;
- Coordinates position control with the Dept. of Human Resources to ensure that position control updates are matched to budgeted expenditures for categorical and all other funds;
- Reviews all revenue and grant applications and expenditures before they are submitted to the granting agency;
- Provides monthly review and monitoring of the restricted and unrestricted budgets with categorical program staff;
- Coordinates the review and approval of budget transfers;
- Coordinates training sessions on district budgets for district-wide budget users;
- Performs related duties as assigned.

ADDITIONAL JOB FUNCTIONS

- Assists other Business Office staff when work flow permits to meet statutory deadlines in related areas.
- Assists school and district office personnel in developing categorical, general, and special funds budget requests. Compiles and analyzes information and may prepare a composite district budget with analysis of income and expenditures for administrative review;
- Assists the administration in the development of statistical and budgetary data for the various funds of the district;

EMPLOYMENT STANDARDS

Requires Knowledge of:

Methods, practices, principles, trends and procedures of school district budget and financial records management systems; legal mandates, policies, regulations and operational guidelines pertaining to school district budget and finance systems and procedures, computer based budgeting and accounting systems; general ledger accounting.

Requires Ability to:

- Perform complex financial record keeping.
- Make complex calculations quickly and accurately.
- Prepare and accurately compile difficult and complex financial and statistical reports.
- Review, analyze and interpret financial and budget income and expenditure reports/documents.
- Interpret and apply legal mandates, policies, regulations and operational guidelines to complex financial control processes.
- Understand and carry out oral and written directions.
- Work independently with a minimum of supervision.
- Read and write at a level sufficient for the performance of assigned duties.
- Establish and maintain effective organization, and outstanding customer service.
- Establish and maintain cooperative effective work relationships with those contacted in the performance of required duties.

EXPERIENCE

- Any combination of training, experience, and/or education equivalent to three years of full-time equivalent paid budget or fiscal experience including working with an automated financial system (preferably CECC or Finance2000) is required.
- College level training in finance, accounting, business administration, or closely related field may be substituted for up to two years of experience on the basis of training.

PHYSICAL DEMANDS

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Sufficient vision to read printed material in the form of green-bar computer printouts, see distant objects with clarity, judge distances and spatial relationships and identify and distinguish objects.
- Sufficient hearing to hear conversation in person, on the telephone, and hear sounds clearly up to 20 feet.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone and when addressing groups.
- Ability to exert up to 10 pounds of force to push, pull, drag, or otherwise move objects.
- This type of work requires frequent and continuous standing, walking, and sitting for extended periods of time.
- Sufficient manual dexterity and/or mobility to grasp and or manipulate objects, move about the work area, and move around the work site.
- Employees in this classification work in a standard office environment.

Draft 07/06