

BUDGET TECHNICIAN

DEFINITION:

Under direction of the Director of Fiscal Services, performs complex technical work in the development, monitoring, maintenance, and analysis of District budgets, Associated Student Body (ASB) accounts, school attendance accounting, and related fiscal functions; prepare federal, state and other reports; assist in the development and implementation of the annual district budget; assist in coordinating district-wide budgetary functions; and performs related work as required.

QUALIFICATIONS:

Required Knowledge of:

- Generally accepted accounting principles, including California school district budgeting and accounting
- California School Accounting Manual (CSAM)
- Standardized Account Code Structure (SACS)
- Financial and statistical record-keeping techniques
- Research, data collection, and financial analysis
- Preparation of reports and financial documentation
- Applicable laws, codes, regulations, standards, policies and procedures
- Computer based software programs that support this level of work, including but not limited to, word processing, spreadsheets, custom databases, and financial management systems
- Modern office practices, procedures and equipment use

Ability to:

- Perform a variety of complex and technical duties in the development, monitoring, maintenance and analysis of District budgets
- Prepare and maintain accurate financial and statistical records
- Identify, investigate and resolve financial errors and discrepancies
- Compare numbers and detect errors efficiently
- Perform arithmetical calculations with speed and accuracy
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures
- Operate standard office equipment including a computer, calculator and assigned software
- Understand and communicate both orally and in writing in a clear, concise manner
- Plan, prioritize, and organize work to meet deadlines, schedules and timelines
- Work independently with minimum supervision and make sound decisions necessary in the function of the position
- Establish and maintain cooperative and effective working relationships
- Display interpersonal skills, including tact, patience and courtesy

Experience and Education

- Minimum of two years of progressively responsible accounting and budget experience in a school district or government agency
- Degree in Business, Finance, or Accounting, or college-level coursework in accounting is desired

DISTINGUISHING CHARACTERISTICS:

Incumbents in this class apply thorough knowledge and judgment of the budget process to perform a variety of specialized accounting practices, procedures, and techniques. Incumbents are responsible for meeting crucial deadlines and solving problems related to the District's accounting and fiscal procedures.

ESSENTIAL FUNCTIONS:

- Perform technical calculations and analyses to prepare revenue and expenditure estimates for budget projections.
- Compare projected budgets to actual revenues and expenditures in the general ledger.
- Reconcile revenues and expenditures, including cash receipts, accounts receivable, and accounts payable; research and trace transactions to identify and correct discrepancies.
- Perform periodic reviews and adjustments of budgets related to salaries, benefits and other expenditures.

- Review purchase requisitions to ensure program compliance, correctness of account codes, and proper approvals; verify availability of funds.
- Receive, review, and process budget documents such as budget revisions, expenditure transfers, journal entries, and cash transfers; post entries into computerized financial system.
- Prepare and verify financial reports for state, federal and other outside agencies; prepare annual expenditure reports for certain grant and categorical programs; invoice external agencies.
- Monitor fund balances of programs and related financial activity to ensure expenses are within budget limits.
- Maintain accurate and auditable fiscal records for District's budget categorical and restricted programs.
- Serve as budget resource for district staff to assist with preparing, revising and clarifying budgets and resolve budget issues; respond to inquiries.
- Perform specialized accounting duties to assure sound fiscal management of Associated Student Body and other student-related accounts; assure compliance with applicable provisions of the California Education Code; implements reporting procedures and internal controls to maintain accurate records.
- Review account balances, bank statements, and cash receipts/disbursements of ASB and Trustee accounts; prepare invoices for reimbursements; perform monthly audits of ASB and Trustee accounts.
- Research, compile, analyze attendance data and records; review information to be utilized in reporting attendance to the State.
- Serve as resource to school staff on the proper procedures for attendance reports; review attendance records in student information system; receive and review attendance reports for accuracy.
- Audit school site monthly attendance, average daily attendance, and class size reduction reports; assist school site staff to resolve errors and assure accurate reporting.
- Assist with bank deposits.
- Maintain District chart of accounts.
- Assist in development of department-related training materials, procedure manuals and handbooks; assist with in-service trainings; periodically visit sites to provide on-site training.
- Assist in preparing interim and annual budgets; assist in annual year-end closing and independent audits.
- Develop and update computerized spreadsheets.
- Assist in preparation of Board agenda items.
- Perform related duties as assigned.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer; keyboarding.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

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 moderate.
- Employees in this position will be required to work indoors in a standard office environment with frequent interruptions and come in direct contact with district staff and the public.