

## **CATEGORICAL ACCOUNT TECHNICIAN II**

### **DEFINITION:**

Under the general supervision of the Director of Fiscal Services in cooperation with the State & Federal Programs, to perform complex technical work in the development, monitoring, control, and analysis of categorical budgets; to prepare federal, state and other reports related to categorical programs; to assist in the development and implementation of improved budget procedures for the monitoring of categorical programs; and to do related work as required.

### **QUALIFICATIONS:**

**Experience:** Two years of increasingly responsible fiscal experience, preferably including some financial or accounting experience in a California school district and exposure to state and federal grant funding.

**Education:** Equivalent to completion of the twelfth grade with supplemental course work in governmental accounting.

### **DISTINGUISHING CHARACTERISTICS:**

- Incumbents in this class are responsible for meeting crucial deadlines, working independently and applying program guidelines in the performance of their assigned tasks.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in preparation of applications for state and federal program funding
- Assist in preparing interim and annual budgets; assist in annual year-end closing and independent audits.
- Assist in entry of financial data for State, Federal and Local program expenditure reports.
- Inputs and verifies categorical revenue and expenditure budgets into the District's computerized system based on input from program and site staff.
- Monitor all categorical budgets using financial reports and maintain spreadsheets in compliance with State and Federal regulations.
- Uses monthly, quarterly, and annual financial reports to monitor accuracy and appropriateness of budgeted and expended amounts.
- Inputs and verifies corrections to expenditures for categorical programs.
- Assists site personnel with financial operations and procedures.
- Coordinates, reviews, and compiles material and information necessary for preparation of categorical budgets and maintains auditable historical records.
- Performs analyses and comparisons of expenditures to approved budget to assist district staff with preparing, monitoring, revising and resolving budget issues revision or reduction in expenditures is necessary.
- Audits purchase requisitions and verifies availability and use of categorical funds.
- Calculates and monitors internal inter-program transfers, including indirect and direct support costs, and other program transfers. Calculates final carryover amounts for categorical programs.
- Maintain accurate and auditable fiscal records for categorical budgets including Time Accounting forms.
- Review purchase requisitions to ensure correctness of account codes, availability of categorical funds and proper approvals.
- Use financial and attendance reports to prepare invoices and bill outside agencies for reimbursement.
- Performs other duties as assigned.

### **KNOWLEDGE:**

- Methods and practices of budgetary and financial record keeping
- General accounting principles and procedures, preferably including California school district budgeting and accounting.
- Categorical program requirements and program guidelines.
- Modern office methods and procedures.
- Computer application programs for accounting, databases, and word processing, including but not limited to, Microsoft Excel,

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Microsoft Word, and financial software.

**ABILITIES AND SKILLS:**

- Plan, prioritize, and Organize and prioritize work to meet deadlines and timelines.
- Perform responsible clerical work without continuous supervision.
- Make arithmetical calculations with speed and accuracy.
- Analyze and interpret fiscal records and documents
- Prepare accurate financial summaries and reports.
- Communicate effectively, both orally and in writing
- Understand and carry out difficult oral and written instructions.
- Work cooperatively with those contacted in the course of work.
- Operate modern office equipment.

**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.

**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 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 and come in direct contact with district staff and the public.