

CATEGORICAL ACCOUNT TECHNICIAN I

DEFINITION

Under the general supervision of the Coordinator of IASA/ECIA Programs, to perform complex technical work in the development, monitor, 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.

ESSENTIAL FUNCTIONS

Prepares and distributes forms and instructions for development of categorical budgets.

Provides technical assistance to school and program personnel in developing categorical budgets.

Coordinates, reviews and compiles material and information necessary for preparation of categorical budgets.

Performs monthly statistical analyses and comparisons of categorical program expenditures vs. the approved budget. Works closely and cooperatively with designated program managers/directors and or site administrators to help prevent overexpenditures and advise them if a budget revision or reduction in expenditures is necessary.

Audits purchase requisitions and verifies availability and use of categorical funds.

Reviews position control documents and works with Personnel Services staff to identify areas needing review.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods and practices of budgetary and financial record keeping; general accounting principles and procedures, preferably including California school district budgeting and accounting; knowledge of categorical program requirements and program guidelines; modern office methods and procedures.

Ability to:

Perform responsible clerical work without continuous supervision; make arithmetical calculations with speed and accuracy; prepare accurate financial summaries and reports; understand and carry out difficult oral and written instructions; work cooperatively with those contacted in the course of work; operate modern office equipment.

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.

Approved: