Budget Technician

Purpose Statement

The job of Budget Technician is done for the purpose/s of ensuring that District expenditures are properly allocated; recording, updating and/or reconciling fiscal information; and providing instructions and/or accounting support to other personnel in accordance with established financial practices. Responsible to the Assistant Superintendent Chief Business Officer and/or the Director of Fiscal Services.

Essential Functions

- Assists external auditors for the purpose of providing required information and coordinating necessary project activities.
- Collaborates with auditors, administration, business services personnel, etc. for the purpose of ensuring adherence to fiscal practices and that department objectives are achieved.
- Compiles data from a variety of sources (e.g., budgets, payroll, statistics, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Maintains a wide variety of fiscal information, files and records (manual and computerized) (e.g. accounts payable, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitors account balances and related financial activity for the purpose of identifying funding sources, and ensuring that allocations are accurate, expenses are within budget limits and/or fiscal practices are followed.
- Prepares a variety of transmittals and reports (e.g., SACS report, budget reports, letters, memos, collective bargaining analyses, statistical reports, etc.) for the purpose of documenting activities, providing written reference, conveying information and/or complying with financial, legal and administrative requirements.
- Processes a variety of fiscal information (e.g., purchase orders, payroll, b-warrant pre-lists, etc.) for the purpose of updating information and/or ensuring compliance with accounting requirements.
- Reconciles budget allocations, expenditures, etc. for the purpose of maintaining accurate balances and complying with accounting practices.
- Participates in cross training in the duties of employee payroll and supporting the payroll technicians when needed.
- Supports the Director of Fiscal Services with servicing cash and accounts receivables, attendance reports, student inter-district attendance, Kindergarten retention policy, Sierra Expeditionary Learning Charter School reports and audits, timecard management, Measure A, ASB accounting and banking processes.
- Assists in year-end closing.
- Assists the Director of Fiscal Services in responding to inquiries (verbal and written) from a variety of sources (e.g., District employees, auditors, PCOE, school sites, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Implements changes required by the State Accounting Manual and/or Standardized Account Code Systems, etc. for the purpose of ensuring compliance with established regulations and/or procedures.
- Performs all other related duties as assigned.

Job Requirements & Skills

Skills
Skills are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications such as SACS, ESCAPE and Excel Spreadsheets; preparing and maintaining accurate records and performing account procedures.

Knowledge
Knowledge is required to perform advanced math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles through general ledger related to educational organizations.

Ability
Ability is required to schedule activities; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; and working with detailed information/data.

Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Qualifications
Minimum of high school diploma and three years of experience using computer applications in an office environment, or a post-secondary degree in computer applications with some relevant work experience; or an equivalent combination of education, training and experience. Experience with data management systems preferred.

Experience
Two years of increasingly responsible experience in keeping or reviewing financial or statistical records and/or two years of experience as a budget technician or comparable role, preferably including some experience in a school district.

Education
High school graduate, college preferable, including a minimum of 16-18 hours of coursework in accounting or two years of increasingly responsible experience in keeping or reviewing financial or statistical records.

Certificates & Licenses
Valid Driver's License

Clearances
Criminal Justice/Fingerprint Clearance
TB Clearance

Required Testing
Successful Completion of Pre-Employment Process

Continuing Education/Training
Training and Attendance at Workshops as Appropriate

Supervision
Assistant Superintendent Chief Business Officer
Director Of Fiscal Services

Salary Range
Range 26

Work Year
260 Days