

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUDGET TECHNICIAN II (Range 28)

BASIC FUNCTION:

Under direction of a manager develop and monitor accurate budget records, assure fiscal compliance with laws related to general fund and/or specially funded programs; maintain multiple and complex program budget and fiscal records; serve as liaison for schools and other departments for procedures and inventory and budget transactions.

REPRESENTATIVE DUTIES:

Assure fiscal compliance with laws related to specially funded and categorical programs; maintain accurate and auditable fiscal records; monitor District ledger for accuracy. *E*

Provide guidance to appropriate personnel on matters such as procedures, budget balances, estimated cost expenditures, procuring materials and services, contact appropriate staff for clarification of orders, budgets and related matters. *E*

Process incoming requests for expenditures and related correspondence and transfers; verify availability of funds, correct budget codes, completeness of paperwork and signatures. *E*

Apply approvals of electronic documents including requisitions and appropriation transfers; determine documents requiring approval, review for accuracy and completeness, process approval, review file to confirm approval accepted. *E*

Generate employment and budget authorizations for new or replacement personnel. *E*

Generate and maintain spreadsheets for assigned budgets; initiate applications for various grants, contracts and programs; verify expenditures meet guidelines of grants or contracts; assure balancing with County or District-wide accounts. *E*

Provide statistical information on new or existing personnel; provide budget status information to managers as requested; request information as needed; obtain appropriate signatures; compute taxes, fringe benefits, salary and other required information. *E*

Prepare and mail notifications to appropriate personnel regarding new or changing information, budgets and other materials; respond to inquiries and issues. *E*

Communicate with various schools, departments and outside organizations to exchange information, resolve issues or concerns or coordinate activities. *E*

Operate a variety of office equipment including personal computer and software. *E*

Maintain a daily time account record. *E*

Monitor District staffing utilizing Position Control. *E*

Assist the administrator with setting up current and projected budgets, and current FTEs to determine proper staffing and grant income as assigned. *E*

Train and provide work direction and guidance to assigned personnel including workshops and in-services to appropriate staff. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Fundamental principles and techniques and State and federal procedures and regulations governing funding.

Laws, rules and regulations related to assigned budget activities.

Preparation, review and control of assigned accounts.

Methods, practices and terminology used in financial and statistical record-keeping techniques.

Methods of budget monitoring and control.

Accounting and budget practices, procedures and terminology used in a school district.

Research methods.

Policies and objectives of assigned program and activities.

Modern office practices, procedures and equipment.

Operation of a computer terminal and data entry techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

ABILITY TO:

Assure fiscal compliance with laws related to appropriate programs.

Establish and maintain accurate and auditable complex financial and statistical records.

Compose memos and other correspondence.

Communicate effectively both orally and in writing.

Post and make arithmetical computations with speed and accuracy.

Plan and organize work.

Work independently with little direction.

Type at an acceptable rate of speed.

Establish and maintain cooperative and effective relationships with others.

Operate a computer terminal to enter data, maintain records and generate reports

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including course work in bookkeeping and three years of varied experience in financial record-keeping and responsible clerical and secretarial work.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Seeing to prepare and process a variety of materials.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.

Bending at the waist to retrieve and store files.

Sitting for extended periods of time.