

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: Tracy Adult School/Career Technical Education Budget Specialist

DEPARTMENT/DIVISION: Tracy Adult School/Career Technical Education

POSITION SUMMARY:

Under the supervision of the Director of Adult Education and Career Technical Education or designee, to perform a variety of record keeping and budget tasks related to Federal, State and local funds. Perform duties in support of Tracy Adult School and the Career Technical Education department; assists in the application of State and Federal grants for Adult Education and Career Technical Education. Maintains open communication with the district finance department, State and Federal auditors and the State Career Technical Education Leadership Office and regional adult education departments.

ESSENTIAL FUNCTIONS:

1. Coordinate and perform complex accounting and budget duties requiring independent judgment and analysis; maintain various financial records, ensure all related accounting entries and transfers are completed and accounting records reconcile to respective reports.
2. Assist in the preparation and revisions of annual, multi-year, and interim budgets for the adult school and Career Technical Education Department.
3. Attend CTE meetings with the Director or designee to assist with preparing, revising and clarifying budgets and resolving budget problems. Support in the prevention of over-expenditures and advise of a budget revision or reduction in expenditures if necessary.
4. Resolve budget and accounting discrepancies.
5. Maintains an annual inventory of Career Technical Education (CTE) tools, equipment, and materials; ensures accurate records are kept for auditing and compliance purposes, and identifies items for replacement, repair, or disposal in accordance with district policies and program needs.
6. Using information supplied by the Supervisor and standard best practices for accounting, enter information as needed to comply with various local, State and/or federal reporting requirements, guidelines, rules and regulations as well as Career Technical Education and Adult Education policies and procedures.
7. Prepare and process financial, statistical and accounting reports, documents, records and materials.
8. Reviews expense and other requisitions for compliance with applicable standards, rules and regulations, and approved budgets . Alert Director regarding variances and trends.
9. As directed, make revisions to budget as necessary to complete proposed purchases.
10. Create spreadsheets and other financial reports.
11. Prepare detailed, summary and accurate reports; assemble confidential and sensitive financial information for the Adult School and Career Technical Education department.
12. Address site questions and issues relating to purchases, accounting, budgeting and payroll.
13. Assist with grant application document preparation.
14. Review accounting items such as work-in-process, expenditures, cash, accounts payable and accounts receivable.
15. Prepares billing statements to various agencies to collect fees.
16. Receives, tabulates and deposits monies received from registrations, textbook and other Adult School and CTE sales.
17. Receives, tabulates and deposits monies received from book deposits, and maintains the Book

Deposit Account and Inventory.

18. Processes travel and conference requests.
19. Responsible for purchasing necessary supplies, all books, instructional materials and equipment, verifies shipments and follows up on status of orders and deliveries for Adult School and CTE departments. Maintains inventories and confirmation of resolution of discrepancies as needed.
20. Performs other related duties as assigned.
21. Maintains regular and prompt attendance in the workplace.

EDUCATION AND EXPERIENCE:

High School diploma or equivalent required. Associate of Arts Degree with specialized in bookkeeping, accounting and general office procedures is desired. The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed for the position described; three years of responsible experience in financial duties, including at least one year of school district experience.

SKILLS AND QUALIFICATIONS:

1. Knowledge of accounting and budget principles, including reconciliation and financial reporting.
2. Proficient in accounting software, spreadsheets, and financial data systems.
3. Ability to interpret and apply federal, state, and local financial regulations.
4. Ability to analyze financial data and prepare clear, accurate reports.
5. Experience preparing multi-year projections and monitoring categorical spending.
6. Detail-oriented with accuracy in reviewing and processing financial documents.
7. Capable of managing inventory records and ensuring audit compliance.
8. Effective communicator with the ability to collaborate across departments and with outside agencies.
9. Skilled in handling procurement, vendor coordination, and order tracking.
10. Ability to work independently, prioritize tasks, and meet deadlines with minimal supervision.
11. Experience supporting budget development, grant reporting, and year-end close processes.
12. Types at a speed of 50 words per minute from clear copy, and 10-key skills.
13. Ability to maintain cooperative working relationships with those contacted in the course of work.
14. Understand and implement complex oral and written directions given in English.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operated standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
5. Speak so that others may understand at normal levels and on the telephone
6. Stand, walk, and bend over, reach overhead, grasp, push, and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with school district staff, students, parents, and the public.

SALARY: Classified Range 45

DOS: 12 months

Board Approved: 5/12/26