

SENIOR BUDGET TECHNICIAN

DEFINITION:

Under supervision of an Administrator, performs technical fiscal work regarding district budget development, control and analysis and review of revenues and expenses of district funds; and performs other related duties as required.

ESSENTIAL DUTIES:

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

Makes complex arithmetical calculations and verifies computations; assembles, tabulates, checks, and files budgeting/accounting data in the budget area; prepares and enters data for internal computer processing; establishes and maintains journals, ledgers, and other accounting records; prepares reports required by federal, county, state, and other agencies; prepares, verifies, and maintains a wide variety of financial and statistical records and reports; performs financial record keeping operations related to one or more of the district's more complex accounting activities; compares schedules and completes fiscal records and reports; arranges, posts, and balances financial data; posts to general ledger.

Processes documents involved in fiscal transactions; prepares account analysis, when required; prepares trial balance and financial statements; balances specific accounts, and computer prepared reports for reporting purposes; verifies account strings to proper account; provides meaningful analysis of the accounts as requested by site administrators.

Performs more difficult tasks related to the preparation and management of accounting records and reports such as federal, county, and state funded programs, and general accounting; assists in the revision, formulation, and implementation of accounting record keeping systems and procedures; recommends and complies with accounting policies that support overall business goals of the district; provides and prepares documents and explanations to auditors; provides senior management, and/or supervisors with accurate and timely account reconciliation; analyzes and resolves problems with tact and diplomacy; works with construction companies for bond projects; establishes regular communication process with district personnel, site administrators, county and state offices, and other agencies to facilitate information and learning exchange.

Operates a variety of office machines such as copier, typewriter, calculator, personal computer, keyboard terminal, and multi-line telephone; works with computer-based accounting systems in preparing input to the computer and using output reports; ensures all district deadlines are met; trains others on district computer software applications; works under pressure of constant deadlines with frequent interruptions.

EMPLOYMENT STANDARDS

Training and Experience:

Any combination of training and experience which would indicate possession of the knowledge, skills, and abilities listed herein. An example is:

Four years of experience in budget and/or fiscal record keeping and reporting, involving manual, machine, and computer accounting systems. Graduation from high school supplemented by college-level coursework equal to or more than 16 units in business accounting.

Knowledge of:

Computer-based accounting systems;
Methods, practices, and terminology of budgeting and financial record keeping;
Requirements for input to computer accounting systems;
Report preparation methods and formats;
Problem solving techniques;
Standard office and accounting equipment, including computers;
Financial software applications;
State Education Codes and applicable laws;
Auditing and fiscal control procedures;
Budgeting methods and techniques;
Organizational techniques;
Financial reporting and technical accounting skills;
Accounting standards and procedures;
Correct English usage, grammar, spelling, punctuation, and vocabulary;
Interpersonal skills using tact, patience, and courtesy;
Microsoft Excel, Word, and other current software.

Ability to:

Establish and maintain cooperative working relationships;
Operate computer and appropriate applications;
Operate standard office equipment;
Work effectively in a team oriented environment;
Understand and carry out oral and written directions;
Keyboard at a net corrected speed of 40 words per minute;
Learn in-house system and Standardized Account Code Structure procedure;
Work amidst continuous interruptions and with changing priorities;
Perform complex accounting and budgeting functions without immediate supervision;
Communicate effectively, orally and in writing;
Prepare, review, and maintain various financial and related summaries and reports;
Understand scope of authority in making independent decisions;
Review situations accurately and determine appropriate action according to established guidelines;
Work independently with minimum direction;
Learn district and county computer applications;
Work with computer-based accounting systems;
Make complex arithmetical calculations with speed and accuracy;
Understand accounting system interfaces that include analysis and reconciliation.

PHYSICAL DEMANDS

Employees in this classification use a computer, use fingers repetitively, use a telephone, hear normal voice conversation, speak clearly, sit, walk, use both hands simultaneously, see small details, repetitive twisting or pressure involving wrists or hands, rapid mental/muscular coordination, lift 5 - 25 lbs., exposure to minor contagious illnesses (colds, flu, etc.), stand.

WORK ENVIRONMENT

Employees in this classification work inside exclusively, with a high volume of work and tight deadlines, in direct contact with district personnel and the public, without guidance from supervisor, with continuous interruptions, continuously changing priorities, and exposure to minor contagious illnesses (colds, flu, etc.).

Salary Range: 59-CSEA