

BUDGET TECHNICIAN

DEFINITION

Under the general supervision of the Budget Manager, to perform complex technical work in the development, monitor, control, and analysis of District budgets and attendance accounting; to prepare federal, state and other reports; to assist in the development and implementation of improved budget procedures; to assist in coordinating District-wide budgetary functions; and to do related work as required.

ESSENTIAL FUNCTIONS

Prepare and distribute forms and instructions for development of District budgets.

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

Coordinates, reviews and compiles material and information necessary for preparation of the District budget.

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

Serves as a resource to divisions and schools on attendance accounting.

Audits purchase requisitions and verifies availability of funds.

Reviews position control documents and works with Personnel Services staff to identify areas needed 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; 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.

Education:

Equivalent to completion of the twelfth grade.