CATEGORICAL ACCOUNT TECHNICIAN II

DEFINITION
Under the general supervision of the Director of State & Federal Programs and the Director of Accounting and Budgets, to perform complex technical work in the development, monitoring, control, and analysis of categorical budgets; to prepare federal, state and other reports related to categorical programs; to assist in the development and implementation of improved budget procedures for the monitoring of categorical programs; and to do related work as required.

ESSENTIAL FUNCTIONS
Assists site principals and program managers with allocations and the development, monitoring, and revision of categorical budgets.
Inputs and verifies categorical budgets into the District’s computerized system.
Uses monthly, quarterly, and annual financial reports to monitor accuracy and appropriateness of budgeted and expended amounts.
Inputs and verifies corrections to expenditures for categorical programs.
Calculates final carryover amounts for categorical programs.
Assists site personnel with financial operations and procedures.
Coordinates, reviews, and compiles material and information necessary for preparation of categorical budgets and maintains auditable historical records.
Performs monthly analyses and comparisons of categorical 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 advises them if a budget revision or reduction in expenditures is necessary.
Audits purchase requisitions and verifies availability and use of categorical funds.
Develops and monitors internal inter-program transfers, including indirect and direct support, common cost pools, and other program coordinating structures.
Uses financial reports to develop invoices and bill outside agencies.
Prepares and submits categorical interim and end-of-project reports.
Prepares end-of-year expenditure summary reports for categorical programs.
Reviews position control documents and works with Personnel Services staff to identify areas needing review, including current salary and benefit costs to sites’ and programs’ categorical budgets.
Coordinates work of Categorical Account Technician I and Account Clerk II.
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; knowledge of categorical program requirements and program guidelines; 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 and exposure to state and federal grant funding.
Education:
Equivalent to completion of the twelfth grade with supplemental course work in governmental accounting.

Approved: 1/10/02