

Lead Budget Technician

DEFINITION:

Under direction of the Fiscal Support Manager, serves as the lead technician in the Budget Section of the Fiscal Services Department. Performs complex technical work in the development, monitoring, maintenance, and analysis of District budgets, Associated Student Body (ASB) accounts, school attendance accounting, and related fiscal functions. Prepares federal, state, and other reports; assists in the development and implementation of the annual district budget; assists in coordinating district-wide budgetary functions; and performs related work as required.

QUALIFICATIONS:

Experience: Minimum of three years of increasing responsibility in accounting and budget experience in a school district or government agency.

Education: Degree in Business, Finance, or Accounting, or the equivalent college -level coursework in accounting is desired.

DISTINGUISHING CHARACTERISTICS:

- This is the working lead level position in the Budget Section of the Fiscal Services Department. In addition to the tasks described below, the incumbent has additional responsibilities in the areas of operational leadership, training, decision making, and problem solving.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Fiscal Support Manager, incumbent will:

- Oversee the training of new employees in the budget department.
- Proactively identify potential problems in the work before they have a major impact on the department.
- Lead department employees through a problem-solving process resulting in analysis, cause and effect, and recommendations.
- Establish priorities and makes decisions within the scope of responsibility.
- Assist department employees in interpreting and applying district policy and budget codes.
- Perform technical calculations and analyses to prepare revenue and expenditure estimates for budget projections.
- Compare projected budgets to actual revenues and expenditures in the general ledger.
- Reconcile revenues and expenditures, including cash receipts, accounts receivable, and accounts payable; research and trace transactions to identify and correct discrepancies.
- Perform periodic reviews and adjustments of budgets related to salaries, benefits, and other expenditures.
- Review purchase requisitions to ensure program compliance, correctness of account codes, and proper approvals; verify availability of funds.
- Receive, review, and process budget documents such as budget revisions, expenditure transfers, journal entries, and cash transfers. Post entries into computerized financial system.
- Prepare and verify financial reports for state, federal, and other outside agencies; prepare annual expenditure reports for certain grant and categorical programs; invoice external agencies.
- Monitor fund balances of programs and related financial activity to ensure expenses are within budget limits.
- Maintain accurate and auditable fiscal records for District's budget, categorical, and restricted programs.
- Serve as budget resource for district staff to assist with preparing, revising, and clarifying budgets and resolve budget issues; respond to inquiries.
- Perform specialized accounting duties to ensure sound fiscal management of ASB and other student-related accounts; ensure compliance with applicable provisions of the California Education Code; implements reporting procedures and internal controls to maintain accurate records.
- Review account balances, bank statements, and cash receipts/disbursements of ASB and Trustee accounts; prepare invoices for reimbursements; perform monthly audits of ASB and Trustee accounts.
- Research, compile, and analyze attendance data and records; review information to be utilized in reporting attendance to the state.
- Serve as a resource to school staff on the proper procedures for attendance reports; review attendance records in student information system; receive and review attendance reports for accuracy.
- Audit school site monthly attendance, average daily attendance, and class size reduction reports; assist school site staff to resolve errors and assure accurate reporting.
- Assist with bank deposits.
- Maintain District chart of accounts.

- Assist in development of department-related training materials, procedure manuals, and handbooks; assist with in-service trainings; periodically visit sites to provide on-site training.
- Assist in preparing interim and annual budgets; assist in annual year-end closing and independent audits.
- Develop and update computerized spreadsheets.
- Assist in preparation of Board agenda items.
- Perform other duties as are reasonably related to the position and that are consistent with the knowledge, skills and abilities required for the job.

KNOWLEDGE:

- Generally accepted accounting principles, including California school district budgeting and accounting
- California School Accounting Manual (CSAM)
- Standardized Account Code Structure (SACS)
- Financial and statistical record-keeping techniques
- Research, data collection, and financial analysis
- Preparation of reports and financial documentation
- Applicable laws, codes, regulations, standards, policies and procedures
- Computer based software programs that support this level of work, including but not limited to, word processing, spreadsheets, custom databases, and financial management systems
- Modern office practices, procedures, and equipment use

ABILITIES AND SKILLS:

- Oversee and support the work of the Budget Technician.
- Lead others through an effective problem-solving process.
- Create a positive work climate for section employees.
- Perform a variety of complex and technical duties in the development, monitoring, maintenance, and analysis of District budgets.
- Prepare and maintain accurate financial and statistical records.
- Identify, investigate, and resolve financial errors and discrepancies.
- Compare numbers and detect errors efficiently.
- Perform arithmetical calculations with speed and accuracy.
- Learn, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.
- Operate standard office equipment including a computer, calculator, and assigned software.
- Understand and communicate in a clear, concise manner, both orally and in writing.
- Plan, prioritize, and organize work to meet deadlines, schedules, and timelines.
- Work independently with minimum supervision and make sound decisions necessary in the function of the position.
- Work cooperatively as a supportive, collaborative team member.
- Display interpersonal skills, including tact, patience, and courtesy.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.

