

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: BUDGET TECHNICIAN- MAINTENANCE & OPERATIONS**

#### **BASIC FUNCTION:**

Under the direction of the Director-Maintenance & Operations, coordinate and perform complex accounting and budgeting functions related to financial statements for management and compilation of various reports, including reports and record maintenance necessary for accurate accounting procedures meeting California State Education Code and Federal requirements.

#### **ESSENTIAL FUNCTIONS:**

Work closely and cooperatively with program managers and site administrators to assist with preventing over expenditures and advising when a budget revision or reduction in expenditures is necessary.

Forecast expenditures and make calculations and projections.

Attend/conduct meetings with Director, managers and supervisors to assist them with preparing, revising and clarifying budgets and resolving budget problems.

Audit/generate purchase requisitions correctness of proper budget coding and verifies availability of funds.

Approve purchases and travel requisitions after analysis to determine availability of budgeted funds, propriety/appropriateness of the requested expenditure, approval by the responsible manager, and correctness of coding.

Make proper journal entries and transfer vouchers; assist/review timesheets, warehouse requisitions for proper coding to maintain integrity of funds.

Work with the Technology Services Department, Budget Department, sites and vendors to reconcile anomalies on payments, statements and coding to insure accuracy of reports.

Refer requisition to designated Program Manager/Director whenever there is a question of coding. Train/assist district employees on the account code structure and appropriate uses; prepare presentations and related materials for training purposes.

Compile and verify data and prepare a wide variety of records and reports.

Manage and participate in year-end closing procedures.

Audit invoices for correct extension of prices, units, taxes and discounts.

Process purchase orders, pay vouchers, revolving cash fund, credit memos, mileage claims and utility bills for payments once necessary documentation is received and proper correctness of coding.

Perform technical calculations to analyze, identify and establish liabilities to accurately prepare financial statements.

Prepare reports to assist program managers in determining funding for future expenditures.

Perform daily statistical analyses and comparisons of site expenditures with the approved purchase order.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods and practices of budgeting and financial record-keeping.

General accounting principles and procedures.

California school district budgeting and accounting.

Laws, rules and regulations related to assigned activities.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of office equipment, including a computer and assigned software applications.

Telephone techniques and etiquette.

**ABILITY TO:**

Perform clerical and technical work involving program budget control and analysis.

Receive, analyze and prepare budget revisions.

Maintain financial records.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines. Compile and verify data and prepare reports.

Maintain confidentiality of sensitive and privileged information.

Understand and work within scope of authority.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Operate a variety of office equipment including a computer and assigned software.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

Answer telephones and greet the public courteously

Sit for extended periods of time.

Bend at the waist, kneel or crouch to retrieve and file records

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school supplemented by two years of college-level course work in bookkeeping, accounting or a related field and one year of complex statistical or accounting experience.

**WORKING CONDITIONS:**

ENVIRONMENT:

Office environment.

**BOARD APPROVED:** November 7, 2017