

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUDGET TECHNICIAN–CURRICULUM/PROFESSIONAL LEARNING

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform technical work involving program budget control and analysis, program budget development and compilation of various reports for management; assure accurate accounting procedures meeting California State Education Code and Federal requirements.

ESSENTIAL FUNCTIONS:

Perform technical calculations and analyses to prepare budgets for the Curriculum/Professional Training Programs.

Forecast revenues and expenditures.

Analyze and prepare budget revisions for submission to the Budget Department.

Work with Accounting, Technology Services and Budget to reconcile anomalies and improve accuracy of reports.

Work with Program Manager for processing of purchases and travel requisitions to determine availability of budgeted funds, propriety/appropriateness of the requested expenditure and correctness of coding.

Monitor cash balances, prepare deposits, reconcile cash accounts and make appropriate transfers of funds to maintain the integrity of fund balances.

Participate in year-end closing procedures for assigned programs.

Develop and revise annual budget for submission to the Budget department.

Provide information concerning school or department programs or procedures; read and analyze transcripts.

Analyze grant proposals and professional development proposals for site-based workshops.

Maintain accounting records and prepare funds for deposit; receive and issue receipts for cash, currency and checks.

Operate a variety of office machines, including a computer, facsimile machine and other modern office equipment; drive a vehicle to conduct work.

Monitor expenditures and maintain records of attendance at professional learning programs; input data to update employee information.

Analyze reporting needs of program; extract data to compile reports.

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.
- Database analysis, structure and format queries.
- 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.
- Hear and speak to exchange information in person and on the telephone.
- Sit for extended periods of time.

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.

LICENSES AND OTHER REQUIREMENTS:

Flexibility to work occasional evenings and/or weekends.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.