

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: BUDGET TECHNICIAN I**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform clerical and technical work involving budget control, program and District-wide budget development, and compilation of various reports for management, the Board of Education and State and federal agencies.

#### **ESSENTIAL FUNCTIONS:**

Perform technical calculations and analyses to prepare parts of the annual program and/or District budgets; assist in improving the District's ability to forecast revenues and expenditures.

Perform monthly statistical analyses and comparisons of programs expenditures in relation to the approved budget; work closely and cooperatively with designated Program Managers/Directors and/or site administrators to assist in the monitoring and maintenance of assigned budgets.

Receive and prepare budget revisions and position controls for submission to the Board of Education.

Work with Human Resources, Technology Services and Accounting to maintain and improve the financial accounting system and position control system.

Work with accounting, technology services and budget to reconcile anomalies; improve accuracy of reports.

Review position control documents and work with Human Resources staff to identify areas requiring improvement; supply calculations for projected COLA's; maintain confidentiality of sensitive and privileged information.

Analyze and implement salaries Full-Time Equivalents (F.T.E.'s) and expense projections needed and incorporate the data into the financial system; prepare the adopted budget for publication.

Assist in the annual review of salary and other expenditures; make appropriate adjustments; assist in District annual year-end closing and audit..

Adjust prior year budget into current year and implement additional funding requests related to assigned District-wide budgets.

Review timesheets from Payroll for coding issues; communicate with departments and school sites to resolve payroll issues; realign vacant positions to cover timesheets for school sites and departments.

Refer requisition to designated Program Manager/Director whenever there is a question of coding.  
Train 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.

Develop new school startup schedules; analyze salary projections; confer with Program Managers and site Principals to implement personnel starting dates and growth needs as new school sites are constructed.

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

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.
- 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.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.