

Job Title: BUDGET TECHNICIAN

Definition:

Under the general supervision of the Assistant Superintendent of Educational Services and the direct supervision of a Director, this individual will be instrumental in the development and oversight of the complex fiscal processes related to the Special Education or Categorical budgets and staffing.

Distinguishing Characteristics:

This classification is distinguished from others in this series in that the incumbent assumes responsibility for understanding the operation and procedures of State and Federal budgets or SELPA and district budget procedures. Additionally, this person will develop and maintain databases and spreadsheet workbooks to be used in the tracking of personnel requests, program budgets, department budgets and other financial transactions.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here:

1. Assist in the preparation of the proposed budgets for all programs; prepare spreadsheets and performing complex accounting calculations.
2. Monitor revenue and expenditures within all programs using spreadsheets.
3. Develop and maintain spreadsheets and databases for tracking personnel/payroll of department employees.
4. Perform complex mathematical breakdowns for budgeting purposes.
5. Process personnel requests, updating the databases, and track and correct position control.
6. Prepare personnel requests for renewal of funding for beginning of each school year, using information in database.
7. Process purchase orders, petty cash vouchers, and warehouse requests for buyouts, supplemental materials and supplies as needed to support and track department programs and budgets.
8. Determine accurate classifications for budgets, personnel and purchases for all programs.
9. Support staff development by preparing and processing conference requests and assisting with arrangements.
10. Order office and warehouse supplies for the department.
11. Assist in answering the telephone.
12. Operate on-line computer terminal.
13. Assist in monitoring grant budgets.
14. May be the liaison for site principals and Categorical Program Specialist.
15. Responsible for Federal and State reporting.
16. Perform other duties as assigned.

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Minimum Knowledge, Skill and Ability:

Knowledge of:

- Budget preparation, bookkeeping procedures, word processing, spreadsheets (Excel) and databases (Access)
- Computer terminals and appropriate software (Microsoft Word, Excel and Access)
- Correct grammar, spelling, punctuation and vocabulary

Skill and Ability to:

- Perform difficult and complex mathematical calculations with speed and accuracy
- Understand and interpret oral and written instructions and directives including technical program requirements
- Use modern office equipment and office machines
- Keyboard neatly and accurately at least 30 w.p.m. on a five-minute test
- Use computer terminals and related software
- Work rapidly and accurately in high-volume situations
- Work in a positive, cooperative mode with fellow workers, supervisors and departments
- Maintain professional confidentiality

Training and Experience:

Successful completion of 3 college units in Database Management, preferably Microsoft Access and 3 college units in either Microsoft Office or Spreadsheets, preferably Microsoft Excel, or completion, within 12 months of hire date, if self trained. At least two years experience working with budgets, using standard accounting procedures. AA degree preferred. High school diploma or equivalent required.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work, which may require sitting for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work at a video terminal for prolonged periods.
- May be required to take and pass physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Job Title: BUDGET TECHNICIAN**Range 33****PHYSICAL REQUIREMENT INFORMATION**

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing		X	
Walking		X	
Bending (neck)			X
Bending (waist)			X
Kneeling	X		
Reaching		X	
Stooping	X		
Crawling	X		
Twisting (back & neck)		X	
Climbing	X		
Pushing/Pulling	X		

Lifting				Carrying		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.		X			X	
11–25 lbs.	X			X		
26–50 lbs.	X			X		
51–75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently(3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise		X	
Interpret Data			X
Organize			X
Write			X
Plan			X
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier		X	
Computer			X
FAX Machine		X	
Adding machine			X