

## **BUDGET CLERK**

### DEFINITION

Under general supervision, to perform responsible and moderately difficult clerical accounting work required in budget development, preparation of budget, maintenance and control; and to do related work as required.

### EXAMPLES OF DUTIES

Verify information and data for accuracy and completeness, follow CDE standardized account code budgeting procedures, correcting and amending as necessary; process approvals for budget expenditures; including purchase requisition and personnel requests to ensure funds are budgeted and account numbers are correct; maintain accurate records and supporting materials for all transactions; calculate costs of services and enter into computerized data base; generate reports and statistical data as required, using defined guidelines; provide assistance to schools and departments on status of budget requests; process budget transfers; assist in the development of budget documents; may assist in year-end closing; maintain files; and perform miscellaneous clerical duties as required.

### QUALIFICATIONS

#### Knowledge of

Basic methods, practices and terminology of financial and budget record keeping; correct English, grammar, spelling and punctuation; modern office methods, procedures, practices and office automation; computer skills including electronic spreadsheets.

#### Ability to

Make arithmetical calculations with speed and accuracy; prepare accurate financial summaries and reports; follow general office procedures and filing systems; operate standard computer programs and perform related data entry; understand and carry out oral and written instructions; establish and maintain cooperative working relationships.

#### Experience

One year of fiscal record keeping experience which has provided the applicant with the knowledge and abilities listed above.

#### Education

Equivalent to the completion of the twelfth grade, preferably supplemented by courses in bookkeeping or accounting.

#### Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related

materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: June 7, 1990

Revised: February 10, 1998, effective March 1, 1998

Revised: December 10, 2002, effective January 1, 2003

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