

BUDGET TECHNICIAN I

DEFINITION

Under direction, to perform difficult technical accounting and budgeting functions required in the maintenance of fiscal records; and to do related work as required.

EXAMPLES OF DUTIES

Perform complex and specialized support functions related to accounting and budgeting; maintain and update computerized files and records as necessary; assist in the development of departmental and program budgets; perform and review financial calculations for accuracy; update budgets and budgetary accounts in the State Account Code Structure (SACS); assist in training and support of SACS; create analysis of budget and actual costs for administration; generate reports on financial data for distribution; complete journal entries; analyze data using computerized accounting systems and electronic spreadsheets; review and analyze transfer of funds for legality and state compliance; assist in the preparation of Board Agenda items; reconcile budget and expenditure resolutions to county reports; calculate deferred income, accounts receivable, accounts payable and carry-overs; assist in the coordination of year-end process; perform related duties similar to the above in scope and functions as required.

QUALIFICATIONS

Knowledge of

Principles and practices of financial record keeping; basic principles of accounting; methods and terminology in financial record keeping; understanding of governmental accounting principals and procedures; correct English, grammar, spelling and punctuation; modern office methods, procedures, and practices; and State Account Code Structure (SACS) preferred.

Ability to

Perform complex financial record keeping; review, analyze and interpret financial reports; develop and maintain moderate to complex computerized spreadsheets; compile budget data; apply rules and regulations to complex financial control processes; develop operational procedures and related processes; establish and maintain cooperative working relationships; understand and carry out oral and written instructions.

Experience

Three years of experience in keeping or reviewing accounting or fiscal records which has provided the applicant with the knowledge and abilities listed above.

Education

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

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 will be of less than twenty pounds.

Licenses

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

Board Approved: August 23, 2000

Revised: December 10, 2002 effective January 1, 2003