

BUDGET TECHNICIAN - SELPA**DEFINITION:**

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Study, plan, and assist in the development and implementation of systems and procedures used to collect data necessary in the financial control of special education funding.
- Assist member Districts with special education fiscal matters, required reports and budget information.
- Complete required steps necessary to develop, audit and verify excess cost billing reports and procedures.
- Review data collected for consistency and accuracy in compliance with state and federal law.
- Facilitate and make recommendations on the development of budget information and complete preparation of budgets for submission to decision-making groups.
- Prepare special education fiscal and budget reports for the California Department of Education, member districts, SELPA Finance Committee and Governance Council.
- Analyze new legislation to determine the financial impact on special education income and communicate that impact as the primary fiscal advisor for the SELPA.
- Analyze changes to current fiscal models within the SELPA to determine the financial impact upon the members of the SELPA.
- Assist in the design, modification, or update of special education budgeting and accounting systems and procedures.
- Analyze and review all funding sources in order to maximize revenues.
- Participate in the creation of systems and procedures to ensure adequate budgetary and/or internal controls.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Principles, practices, and techniques of school district computer-based accounting, budget and financial reporting with particular knowledge of laws and regulations applying to special education fiscal and budgetary transactions; correct English usage, spelling, grammar and punctuation; modern office methods; current procedures and practices in office automation.

Ability to:

Maintain an independent approach when dealing with member-district decisions and data; plan, organize, and prioritize duties to meet deadlines; respond promptly to requests to provide needed information, assistance, training, materials and resources; perform responsible and technical accounting, budget and fiscal planning functions; plan, implement and participate in the preparation of accounting reports; prepare and maintain accurate records and reports; comply with laws and regulations applied to school district accounting operations; apply the principles of governmental budgeting, auditing and accounting; establish and maintain cooperative working relationships with those contacted during performance of job duties.

Experience

Increasingly responsible, technical accounting or auditing experience, preferably some experience in special education finance in a California public school district or county office of education, which would provide the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade, supplemented by courses in accounting, finance and computer related operations preferred.

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 required, if required.

Board Approved: November 12, 2013