

**BUDGET TECHNICIAN****DEFINITION:**

Under direction of the Coordinator, Budget, perform financial analysis for the Business Division; assist in the planning, development, and control of the budget; perform difficult technical accounting and budgeting functions; compile and analyze data; perform related duties and responsibilities as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform difficult technical work involving the use of independent judgment and understanding of departmental functions and procedures.
- Obtain, gather and organize pertinent financial data.
- Compute analytical data for providing trends and comparisons.
- Prepare statistical reports including periodic budget monitoring.
- Assist in developing fiscal procedures and processes.
- Perform income and expenditure projections, including multi-year projections of Non-General Funds.
- Provide budget information and technical assistance to district personnel in budget development.
- Assist sites with budgets including cost projections.
- Prepare monthly transfer and expenditure Board resolutions.
- Provide budgetary training to district staff
- Oversee and monitor reconciliation of position control.
- Perform budget analysis during interim and final budget periods.
- Provide cost analysis of collective bargaining proposals.
- Assist in the development of budget forms and final budget documents.
- May research categorical program information and monitor program budgets for compliance.
- Assist in maintaining State Account Code Structure (SACS) budgetary accounts.
- Process budget transfers.
- Perform other duties as assigned.

**QUALIFICATIONS:****Knowledge of:**

Principles and practices of bookkeeping and financial record keeping; organization, collection and storage of data; modern office methods and practices, including letter and report writing; correct English usage, spelling, grammar and punctuation; departmental functions and operations; standard office machines; general features of electronic data processing equipment and procedures; and State Account Code Structure (SACS) preferred.

**Ability to:**

Make arithmetical calculations with speed and accuracy; prepare accurate financial and statistical reports; total and balance ledgers, statements and statistical data; exercise judgment in account coding in accordance with SACS; read, understand and apply technical procedures and requirements; prepare and maintain complete, accurate records and reports; understand and carry out oral and written instructions; work independently on assigned tasks; and establish and maintain cooperative relationships with those contacted in the course of work.

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Budget Technician

Experience:

Three years increasingly responsible fiscal experience in budgeting, accounting, financial analysis, or fields directly related to position responsibilities, preferably school district budget and financial record keeping.

Education:

Equivalent to the completion of the twelfth grade, preferably including or supplemented by courses in bookkeeping, accounting and computer related operations.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, 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.

Board Approved: October 12, 2004

Revised: June 9, 2016