

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

Under supervision of the Accounting Manager, perform skilled fiscal records management and analytical work for the Business Division and/or the Recreation and Community Services Department; assist in the planning, development, maintenance and control of various budgets; perform responsible accounting and financial reporting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist the Accounting Manager in the planning, formulation and implementation of accounting records management systems and processes.
- Assist in the training of accounting and recreation personnel.
- Work to develop computer accounting and reporting systems.
- Perform calculations; prepare statistical reports; verify totals and calculations on reports.
- Obtain, gather, and organize pertinent data and set into usable formats.
- Coordinate and develop budget working documents and final budget documents related to Food Services and the Recreation and Community Services Department.
- Perform income and expenditure projections.
- Prepare overhead percentages and coverage related to the Recreation and Community Services Department.
- Process all budget transfers and interfund transfers; establish new budget accounts.
- Review all personnel transactions and account numbers.
- Prepare cost analysis as related to budget information for both Food Services and Recreation and Community Services Department accounts.
- Maintain general ledger accounts; make journal entries; post to general ledger and subsidiary ledgers; reconcile bank accounts; balance ledgers to appropriation reports.
- Interface with local officials.
- Counsel and assist site personnel regarding accounting and budgeting requirements, and assist employees engaged in complex accounting work in more than one functional area, which may include control of various programs and grants.
- Prepare financial reports and invoicing as required for various programs.
- Verify all proper documentation and procedures for Athletic Conditioning Summer Camps are followed in relationship to the Accounting Department requirements. Oversee the collection and deposits off all fees. Verify personnel requirements are met and prepare all payrolls relating to the fees, which involve calculating percentage to be paid and fringe amount to be held back, for Certificated and Classified Personnel.
- Prepare documentation and assist auditors with information pertaining to the Recreation and Community Services Department and Food Services.
- Perform other duties as assigned.

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

Principles, methods, and procedures of school district computer-assisted accounting, budget and financial reporting, including the State Account Code Structure (SACS); understanding of governmental accounting principles and procedures; spreadsheet experience; correct English usage, spelling, grammar and punctuation; modern office methods.

Ability to:

Analyze, interpret and apply complex and technical operational procedures with speed and accuracy; prepare accurate financial and statistical reports; total and balance ledgers, statements and statistical data; instruct, train and supervise personnel in budget and accounting methods and procedures; oversee procedures applicable to accounting, auditing, disbursing, and budget operations; communicate effectively in oral and written form; understand and follow oral and written directions; establish and maintain cooperative working relationships.

Experience:

Four years of increasingly responsible fiscal experience, 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, finance 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 California Driver's License.

Board Approved: May 28, 1996

Revised: October 8, 2002

Revised: December 15, 2004