

SPECIAL PROJECTS TECHNICIAN**DEFINITION:**

Under supervision of the Budget Manager, provide support for district budget development for special projects, funds, grants, and entitlements. Coordinate administration and reporting of categorical programs; prepare budget, revenue and expenditure analysis. Perform professional accounting, budgeting, and financial functions on all matters relating to categorical programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in preparation of the Consolidated Application for Categorical Funding; research and collect data; serve as technical liaison between federal, state, county and local agencies.
- Establish regular communication and confer with District personnel and site administrators in developing and maintaining school and department budgets.
- Review award letters and have knowledge of differing applicable federal, state and local rules and regulations to assist program managers in ensuring compliance with resource use and reporting requirements.
- Assist with development and management of categorical programs (grant & entitlements) with appropriate personnel to set up budget categories; create and maintain spreadsheets to monitor budget expenditures; and review and verify available funds.
- Monitor time accounting for multi-funded positions by collecting required documentation that verifies services specified in designated programs.
- Manage all aspects of the categorical process during the fiscal year and the fiscal-year end closing process.
- Assist external auditors in their compliance reviews; maintain an auditable record of expenditures and legal obligations reported on claim forms; resolve audit findings.
- Prepare and maintain various accounting related spreadsheets.
- Prepare final claim of expenditure reports for state, federal funds and local grants.
- Post/enter data, verify input/output, research discrepancies and correct as necessary.
- Review and approve position control for personnel funded by categorical programs.
- Attend appropriate meetings, seminars, and conferences applicable to job requirements.
- Perform other duties and assume other responsibilities as may be assigned.

QUALIFICATIONS**Knowledge of:**

General accounting principles, practices, procedures and methods; Basic accounting terms and procedures; Computer application programs for accounting, databases and word processing, such as Excel and Word; Applicable state/federal laws, District policies and regulations governing school districts; Basic methods, procedures and practices of financial and statistical record keeping; Basic research data collection procedures and composition techniques.

Ability to:

Communicate and work effectively with others; Perform complex accounting tasks that involve the exercise of independent judgment; Understand and interpret a wide variety of policies, laws, rules and regulations; Work with a high level of independence and with little direct supervision; Organize and prioritize work and adhere to established deadlines; Prepare documentation for various reporting systems; Compile a variety of quarterly and annual reports, invoices, and claims involving complex data.

Experience:

Three years of experience in fiscal and financial budget management which includes responsibility for working with others to facilitate development of program applications and grants, managing and monitoring categorical programs, using computer applications, or other related experiences. School district accounting and/or budgeting experience preferred.

Education:

Graduation from high school, courses in accounting or finance preferred.

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.

Revised: November 14, 1990 effective July 1, 1990
Revised: February 7, 1995 effective February 8, 1995
Revised: July 12, 2000
Revised: October 8, 2002
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