



Classification Title: Budget Technician

Department:	Budgeting	EEO6 Code:	4
Employee Group:	Classified	Salary Grade:	26
Supervision Received From:	Manager, Budget and Payroll	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	1/2018 (Reclassification)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Performs a variety of complex, technical and highly responsible budgeting, accounting and other related support duties involving the District’s budget including development, adoption and adjustment processes; compiles and prepares various reports regarding departmental budgets and expenditures; conducts budget preparation training annually and as needed for new staff members; calculates quarterly and annual indirect costs for the District.

DISTINGUISHING CHARACTERISTICS.

Budget Technician is distinguished from Senior Accounting Technician by the former’s responsibility for performing accounting support functions involving the District’s budget process while the latter class provides accounting support related to receiving and disbursing funds, recording financial transactions and providing financial-related services to faculty, staff and students.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Assists the Manager, Budget and Payroll in developing and administering the District’s working budget by performing research and analysis of budget activities and preparing a variety of quarterly and annual reports; monitors, reconciles, analyzes and reports on budget and financial activities for the District and its funds.
2. Researches, analyzes, compiles, consolidates and inputs data into the District’s financial system; researches and analyzes receipts and expenditures, verifying accurate account strings and availability of funds; creates budget and expenditure transfers as required and posts to the general ledger; initiates and prepares budget transfers for salary and benefit increases and monitors account balances to ensure proper levels; responds to questions and provides detailed instructions on requests for budget numbers, funding sources and proper procedures and policies for expenditure of funds; prepares budget projection reports for assigned portions of the budget.
3. Reviews documents for accuracy, completeness, validity and adherence to standards; makes mathematical calculations; assigns transaction codes and prepares documents for processing; posts data to journals, registers and ledgers; compiles, verifies, reconciles, analyzes and summarizes information; enters data and prepares expenditure transfers and appropriate correspondence; reviews computer-generated reports and makes necessary corrections; maintains records in compliance with District and governmental policies and regulations.

4. Assists in developing and monitoring assigned budgets using applicable databases; reviews and maintains records to determine availability of funds and to research unexplained and unauthorized expenditures; notifies appropriate personnel of discrepancies.
5. Compiles and calculates indirect costs for specific projects and grants; calculates indirect costs for the District and each of its funds on a quarterly and annual basis; creates journal entries and obtains approval to post costs to the general ledger.
6. Assembles and compiles data used in the generation of financial reports and/or analyses; maintains accounting records for funds, programs or activities; updates and maintains accounting tables and online functionality; creates and maintains complex spreadsheets; communicates established District policies and procedures related to assigned areas of responsibility to faculty, staff, students and the public, including those that require extensive interpretation.
7. Creates and maintains spreadsheets for assigned budgets; initiates applications for various grants, contracts and programs; verifies that expenditures meet guidelines of grants or contracts; ensures balancing with county or District-wide accounts; creates spreadsheets to show historical and current year data reports for both budget and actual expenditures.
8. Posts salary and benefits costs to the District's financial system; creates salary expenditure reports; audits reports and makes necessary corrections to accounts; researches and corrects errors and posts payroll journal entries; generates and distributes a variety of system reports and ensures appropriate documentation for audit purposes.
9. Calculates earnings and benefits for new hires, promotions, transfers, resignations, retirements and terminations by accessing both financial and human resources/payroll databases; prepares budget journals for all human resources costs including stipends, shift differentials and other items for all Governing Board items; calculates salaries, statutory benefits and medical benefits for the annual budget process.
10. Trains new faculty, administrators and staff on the District's budget practices and technology used as needed; provides training on budget development at the beginning of the budget cycle; gives annual budget development trainings.

Marginal Functions:

1. Provides guidance and work direction and training to lower-level employees.
2. Attends various workshops, meetings, trainings and participates on committees as required.
3. Responds to various requests and inquiries from the public.
4. Maintains various financial records and files.
5. May assist in other areas of Fiscal Services as needed.
6. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of increasingly responsible paraprofessional accounting experience.

Education/Training: Equivalent to the completion of the twelfth grade supplemented by college-level coursework from an accredited college or university in accounting, finance or a related field.

Preferred Qualifications:

Budget development, monitoring and reporting experience in the public sector.

Knowledge of:

1. Advanced principles and practices of paraprofessional accounting and bookkeeping, including standard internal control principles and procedures.
2. Budgeting methods, practices, procedures and terminology.
3. Procedures and practices involved in general ledger posting and reconciliation.
4. Rules, procedures and practices governing cash handling and receipt.
5. Business mathematics.
6. Modern office practices, procedures, equipment and appropriate software applications including spreadsheet software.
7. Use and operation of applicable modules of an enterprise system.
8. Federal Privacy Act regulations regarding the release of private employee and student information.
9. Federal and state laws, codes and regulations pertinent to areas of responsibility.
10. Customer service practices and etiquette.
11. Principles and practices of sound business communication including English usage, spelling, grammar and punctuation.

Skill in:

1. Carrying out work independently, ensuring a high degree of accuracy in budget analysis and reporting in accordance with various deadlines and changing priorities, while ensuring excellence in customer service.
2. Collecting, compiling, evaluating, reconciling and interpreting technical and specialized revenue and expenditure information correctly and explaining information accurately and precisely to customers.
3. Understanding, interpreting, applying, reaching and explaining sound decisions in accordance with applicable laws, rules, regulations and procedures.
4. Collecting and compiling financial data for reports and maintaining a variety of financial records and files.
5. Calculating salary and benefits data for budgeting purposes.
6. Operating a computer and spreadsheet software.
7. Making calculations accurately and rapidly.
8. Communicating clearly and effectively, both orally and in writing.
9. Exercising a high degree of tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.
10. Maintaining confidentiality of documents and records.
11. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
12. Establishing and maintaining effective working relationships with others encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate; interacts with students, faculty, administrators, staff and the public, occasionally with dissatisfied or abusive individuals.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk, stand or sit for prolonged periods of time; extensive use of computer keyboard; near visual acuity for recognizing numerical figures.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.