

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Budget Technician I	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Varies	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-34/CSEA 125 Salary Schedule

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**BASIC FUNCTION:**

Under the direction of an assigned supervisor, monitor site, department or assigned budgets; provide accurate information related to availability, accessibility, appropriateness of funding sources, procedures for purchasing materials in a reasonable, timely manner to meet the needs of students and staff, and contracting for other services to ensure the financial viability of the District.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Develop and monitor assigned budgets to ensure proper expenditures, charges and availability of funds; notify appropriate personnel of discrepancies to ensure the financial viability of the District; respond to questions in a reasonable, timely manner and provide detailed instructions on requests for budget numbers, funding sources and procedures and policies for purchase of materials. *E*

Generate and maintain spreadsheets for individual budgets; prepare budget for various grants, contracts and programs in order for sites to provide students access to high quality options and a variety of activities; verify expenditures to meet guidelines of grants or contracts. *E*

Apply approvals of electronic documents including requisitions and budget transfers as assigned; determine and track documents requiring approval, review for accuracy and completeness, process approval, review file to confirm approval accepted. *E*

Process travel forms in a reasonable, timely manner; confirm estimated costs; obtain necessary approvals; refer to appropriate department for processing. *E*

Provide information on new or existing personnel; request information as needed; obtain appropriate signatures; compute taxes, fringe benefits, salary and other required information. *E*

Operate a variety of office equipment including but not limited to computers, fax machines, typewriters and copiers. *E*

Operate a database system and financial planner program for spreadsheets and compilation of various reports; maintain various records and reports related to assigned budgets and activities. *E*

Provide event numbers for substitutes; reserve substitutes to temporarily cover employees attending workshops, in-services and conferences in order to update educational skills to support the needs of each student at a high level. *E*

Compose memorandums, letters and materials independently or from rough draft; prepare and duplicate information and materials to appropriate staff or sites/departments; assist in the preparation of Board agenda items and related materials. *E*

Train and provide clear work direction to other staff as assigned.

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Classification/Compensation Study  
March 2010

Any combination equivalent to: graduation from high school supplemented by coursework in accounting or related field and two years of increasingly responsible experience in financial record-keeping.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Current office practices, procedures and equipment.
- Basic research methods.
- Accurate financial and statistical record-keeping techniques.
- Accounting and budget practices, procedures and terminology used in a school district.
- Current laws, rules and regulations related to assigned budget activities.
- Preparation, review and control of assigned accounts.
- Interpersonal skills using tact, patience and courtesy.
- Software programs related to current work and other programs including but not limited to word processing and spreadsheet.
- Correct oral and written communication usage in English, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

- Maintain accurate financial and statistical records.
- Perform accurate clerical accounting duties in the maintenance of assigned accounts.
- Operate a computer to enter data, maintain records and generate reports.
- Make computations with speed and accuracy.
- Monitor, adjust and reconcile assigned budgets.
- Prepare clear, accurate and concise financial reports.
- Type at 40 words per minute.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Work independently within scope of authority.
- Complete work with many interruptions.
- Communicate, understand and follow both oral and written directions effectively.
- Learn new or updated computer systems programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; indoor standard office; constant interruptions.

**PHYSICAL ABILITIES:**

With reasonable accommodation, if necessary, sitting for extended periods of time; dexterity to operate a computer keyboard; reaching overhead, above the shoulders and horizontally and bending at the waist to retrieve files and other materials; hearing and speaking to exchange information; seeing to read and assure accuracy of budget-related records and reports.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E=Essential Functions*