

FRESNO UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Budget Technician II	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Varies	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-36/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under general direction of an assigned supervisor, serve as a budget manager for sites, departments 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.)

Provide accurate information and assistance to division office administration, school sites, departments and other offices related to District policies and procedures, assigned budgets and general district information. *E*

Provide formal and informal training for assigned elementary or secondary site administrative and support personnel including but not limited to District policies, procedures and District purchasing, budget, electronic mail and related systems. *E*

Prepare and process accurately and timely budgets for assigned categorical and general education budgets under the supervision of assigned supervisor. *E*

Monitor assigned budgets to ensure proper expenditures and charges; notify schools in a reasonable, timely manner of discrepancies to ensure financial accuracy; respond to questions and provide detailed instructions on requests for budget numbers, funding sources and procedures and policies for purchase of materials to meet the needs of the sites/departments. *E*

Monitor, review and maintain records to determine availability of funds, unexplained or unauthorized expenditures to ensure the financial viability of the District. *E*

Generate and maintain spreadsheets for assigned individual budgets; prepare budgets 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*

Process, input and apply approvals of electronic documents including requisitions and budget transfers for assigned elementary or secondary sites/departments to meet the needs of students and staff; determine documents requiring approval, review for accuracy and completeness, process approval, review file to confirm approval accepted. *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*

Process travel and mileage forms in a reasonable, timely manner; verify estimated costs and determine appropriate claim and applicable funding sources; obtain necessary approvals; refer to appropriate department for processing. *E*

Process personnel requisitions for assigned departments and sites; review assigned department and site staffing information to determine staffing needs; provide information on new or existing personnel; request information as needed; obtain appropriate signatures; compute taxes, fringe benefits, salary and other required information; operate a District information system and current software programs for spreadsheets and compilation of various reports. *E*

Provide clerical support and assistance for assigned supervisor and staff; collect data and provide budget information; make arrangements and compile information and materials for District in-services and workshops. *E*

Compose memos, letters or other materials independently or from rough draft; assist in the preparation of Board agenda items, independent contract agreements, and related materials.

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

Maintain various records and reports related to assigned budgets and activities. *E*

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

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in financial/statistical record keeping accounting or related field and three years of increasingly responsible experience in financial and statistical record-keeping.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District budgetary and related policies and procedures.
- Principles and practices of governmental budgeting.
- Current office practices, procedures and equipment.
- Basic research, budget monitoring and control 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 current knowledge of program rule, regulations, requirements and restrictions.
- Compile, verify and maintain accurate financial data and prepare reports.
- Compare numbers and detect errors efficiently.
- Perform 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 and concise financial reports.
Type 40 correct words per minute from clear copy.
Communicate, understand and follow both oral and written directions effectively.
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 using patience and courtesy in a manner that reflects positively on the organizational unit.
Learn new or updated computer systems and programs to apply to current work.
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 and other office equipment; 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