

JOB DESCRIPTION
San Diego County Office of Education

Budget Specialist

Purpose Statement

The job of Budget Specialist is done for the purpose/s of providing support to SDCOE staff with specific responsibility for coordinating the functions of the budget system; responsible for the approving, monitoring processing, recording, updating and reconciling fiscal information in compliance with established policies; providing instructions and training, recommendations and/or accounting support to other personnel; creating procedures and standard; and analyzing and update revenues and expenditures from California Department of Education or other agency income awards.

Essential Functions

- Analyzes financial information (e.g. California Education Code and legal requirements, etc.) for the purpose of identifying potential budget variances, compiling statistical information, developing procedures, and conforming to established financial practices and regulatory requirements.
- Approves and processes a wide variety of financial information for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Audits and monitors account balances and related financial activity (e.g. budgets of SDCOE programs, etc.) for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Compiles a wide variety of financial information related to work assignments (e.g. audit, long term debts, annual forecasts, solvency plans and schedules, financial models, etc.) for the purpose of providing required documentation and/or processing information.
- Facilitates and participates in unit meetings, in-service training, workshops, etc. (e.g. consulting and providing instruction to management personnel for technical support and updates, etc.) for the purpose of conveying and/or establishing procedures required to perform job functions.
- Increases budget revenue based on awards or income driven contracts, review grant funding applications for accuracy for the purpose of ensuring the budget adjustments are in compliance with the financial award and budget (e.g. Migrant Ed and Learning and Leadership awards).
- Prepares a wide variety of written materials and electronic financial information (e.g. correspondence, promotional material, technical updates, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements to school district staffs.
- Provides orientation and support to other departmental personnel regarding procedures and program requirements (e.g. general fund and special fund budgets, accounting transactions, fund balances and expenditure control, etc.) for the purpose of ensuring efficient processing in compliance within district policy and established regulatory guidelines.

- Provides written procedures, supporting documentation, and training to other departmental personnel regarding procedures and program requirements for the purpose of ensuring efficient processing in compliance within district policy and established regulatory guidelines.
- Provides support and direction to the Program Business Specialist on budget accounting processes for the purpose of assisting with complex calculations or system administration solutions, approving and denying financial transactions, and reconciling their budgets for accuracy.
- Recommends policies, writes procedures and/or actions on issues that relate to accounting functions (e.g. systems, etc.) for the purpose of providing direction, supervision and/or decision making.
- Researches discrepancies of financial information, provides direction or solution to staff to correct discrepancies for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries from a wide variety of sources (e.g. district employees, vendors, auditors, etc.) for the purpose of facilitating communication and/or providing guidance among several parties; providing information and/or referral for addressing inquiry.
- Reviews all expenditure reports (e.g. Program Business Specialist for discrepancy, etc.) for the purpose of ensuring accurate information is given.
- Reviews payroll transactions, providing discrepancy findings and solutions to payroll, position control, and auditing new positions and vacancies for the purpose of establishing a County balance budget.
- Reviews, monitors, and approves a wide variety of financial transactions (e.g. budget revision, budget journal, position control, people soft routes, contracts, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Serves as the system administrator for the purpose of maintaining a functional system, monitoring, troubleshooting, providing solutions, and ensuring a balanced budget for the board of education.
- Sets up the budget system, prepares complex calculations, document processes, supervises personnel, and setups roles and securities, and reviews computer extracts from the financial system for the purpose of ensuring system operations are ready for budget development.
- Supervises assigned personnel for the purpose of ensuring their department and individual performance objectives are met.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment including use of pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records; analyzing accounting data; analyzing budgets; auditing financial reports; classifying data and information; using pertinent software applications and managerial skills.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical

problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles and budget processing; bookkeeping practices; business telephone etiquette; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; cost/fund accounting; keyboarding; office application software; practicing cultural competency while working collaboratively with diverse groups and individuals; recordkeeping and record retention practices.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; and adapting to changing priorities; accuracy and attention to detail; communicating with diverse groups; working as part of a team; working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Bachelors degree in job-related area.

Equivalency: Any combination equivalent to: a bachelor's degree in accounting, finance, business or public administration, or a closely related field and/or for four years of professional-level experience in accounting with broad exposure to budgeting and a school district accounting.

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Screen

FLSA State: Non-Exempt

Salary Range: Classified Management, Grade 38

Personnel Commission Approved: October 19, 2016