

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: BUDGET TECHNICIAN

DEFINITION:

Under general direction provides fiscal support to an assigned function or program; maintains, monitors, and provides budget control of funds for a complex County Office program; develops fund allocations, processes budget documents; prepares financial schedules, statistical and narrative reports, analysis and summaries, and performs other related work.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Maintains, monitors, and provides budget control of funds for a complex program.

Allocates funds to programs, and assist with the development of budgets, cost estimates, and recommendations for change.

Oversees data collection, input, and submission activities for electronic billings.

Reviews and approves expenditures for proper coding, charges, compliance with guidelines and restrictions, and verifies availability of funds.

Maintains general ledgers, income ledgers, and expenditure ledgers.

Compiles complex-data for special and regular financial statements and reports.

Generates data base searches and prepares advanced and complex budget reports, financial schedules, analysis and summaries.

Communicates with program managers on accounting problems and reports.

Coordinates scheduling for processing month-end reports.

Assists Data Processing in improving and implementing systems.

Maintains input and output controls on data submitted to computer for updating records.

Interprets complex rules, regulations, policies and procedures related to accounting functions, and provides explanations for compliance to program staff.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

Qualifying education and experience would most likely include the completion of college-level accounting, financial or business courses and substantial work experience involving fiscal or budget record keeping with an automated financial system; the application of accounting and bookkeeping principles including collecting, classifying and summarizing fiscal transactions,

maintaining entry accounts and preparing periodic statements and reports; thorough knowledge of computerized systems of accounting including general knowledge of computer applications.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Thorough knowledge of budgetary and accounting principles, procedures, forms and techniques
Office practices and procedures related to processing and recording transactions of accounting or bookkeeping information

The general purpose and functions of equipment and its applications to accounting and budgeting processes

Advanced Excel skills in creating spreadsheets used in the performance of accounting, and budget analysis

ABILITY TO:

Interpret and analyze transactions related to accounting codes and classifications, computer printouts and reports

Make arithmetical computations accurately

Operate adding or calculating machines

Identify and reconcile differences within the record keeping system

Follow oral and written instructions

Utilize a computer terminal and peripherals

Communicate effectively orally and in writing

Establish and maintain cooperative relations with staff and district personnel

Work under pressure

Handle multiple assignments

Effectively use accounting information systems, spreadsheet and word processing software

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office Environment

Physical ability to perform duties involving: hearing and speaking to exchange information; visual acuity to read printed material and computer screens; dexterity of hand and fingers to operate equipment; sitting for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders horizontally, to retrieve and store files and supplies; lifting light objects.

Established: 11/02

Revised: 10/14