

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: BUDGET TECHNICIAN I (Range 24)**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, develop and monitor assigned department or program budgets; provide information related to availability, accessibility, appropriateness of funding sources, District procedures for purchasing materials and contracting for services; maintain District and program budgets.

#### **REPRESENTATIVE DUTIES:**

Develop and monitor assigned budgets to assure proper expenditures and charges; notify schools or project personnel of discrepancies; respond to questions and provide detailed instructions on requests for budget numbers, funding sources and proper procedures and policies for expenditure of funds. *E*

Monitor budgets; review and maintain records to determine availability of funds, unexplained and unauthorized expenditures. *E*

Generate and maintain spreadsheets for assigned budgets; initiate applications for various grants, contracts and programs; verify expenditures meet guidelines of grants or contracts; assure balancing with County or District-wide accounts. *E*

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

Prepare and account for deposits. *E*

Process travel forms; confirm estimated costs; obtain necessary approvals; approve invoices as necessary. *E*

Provide statistical information on new or existing personnel; provide budget status information to managers as requested; request information as needed; obtain appropriate signatures; compute taxes, fringe benefits, salary and other required information. *E*

Operate a variety of office equipment including personal computer. *E*

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

Train and provide work direction to other clerical personnel as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Operation of a computer terminal and data entry techniques.

Basic research methods.

Methods of budget monitoring and control.

Financial and statistical record-keeping techniques.

Accounting and budget practices, procedures and terminology used in a school district.

Laws, rules and regulations related to assigned budget activities.

Preparation, review and control of assigned accounts.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Maintain accurate financial and statistical records.

Compare numbers and detect errors efficiently.

Perform clerical accounting duties in the maintenance of assigned accounts.

Operate a computer terminal to enter data, maintain records and generate reports.

Make arithmetic computations with speed and accuracy.

Monitor, adjust and reconcile assigned budgets.

Prepare clear and concise financial reports.

Type at an acceptable rate of speed.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Understand and work within scope of authority.

Complete work with many interruptions.

**EDUCATION AND EXPERIENCE:**

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

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment

Constant interruptions.

**PHYSICAL ABILITIES:**

Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.

Dexterity of hands and fingers 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.