

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Division Budget Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9645	WORK YEAR:	12 Months
DEPARTMENT:	Assigned Location	SALARY:	Range 48 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	09-18-00
		HR REVISION:	04-26-12

BASIC FUNCTION:

Perform diverse, specialized budget duties, and provide information related to the availability and appropriateness of funding sources, district procedures for purchasing materials, and contractors for the services.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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 principle job elements.)

Provide information and assistance to assigned supervisor and school or program sites related to the budget, process, and procedures; maintain various statistical records and reports related to assigned budgets, staffing, and activities. **E**

Provide formal and informal training for school site or program administrative and support personnel related to budgets, district policies, procedures, and purchasing of related materials. **E**

Monitor assigned budgets to assure proper expenditures; notify assigned supervisor, departments, or schools of discrepancies; respond to questions, and provide detailed instructions on requests for budget information, funding sources, and procedures and policies for purchase of materials. **E**

Maintain spreadsheets for budgets and staffing; initiate all financial reports necessary for applications for various grants, contracts, and programs; verify that proposed expenditures meet guidelines of grants or contracts. **E**

Process, input, and apply approvals of documents including requisitions and budget transfers; determine documents requiring approval, review for accuracy and completeness, process approval, review file to confirm approval accepted. **E**

Monitor grant budgets and financial reporting requirements; maintain grant files and records; produce monthly departmental budgets, and assure other divisional financial compliance responsibilities. **E**

Process travel and mileage forms; confirm estimated costs, compile program and departmental budget projects, and determine appropriate claim and applicable funding sources; obtain necessary approvals; refer to appropriate department for processing. **E**

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

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

Process employee absence reports; track and maintain sick leave and vacation time balances; process per diem time reports; train and provide work direction to other clerical personnel as assigned. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Compose memos, letters, or other materials, working independently; assist in the preparation of Board agenda items and related materials; lift light objects. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and four years experience in budget development, financial, or accounting in a medium to large organization, preferably a California School District or County Office of Education.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

- Keyboarding.....55 Correct WPM
- Word.....80% Overall Score
- Excel.....80% Overall Score
- General Accounting.....80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District budgetary and related policies and procedures.
- Principles and practices of governmental budgeting.
- Operation of a computer, related software, and standard office equipment.
- 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.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Learn district organization, operations, policies, and procedures.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Compile, verify, and maintain accurate financial and statistical data, and prepare reports.
- Perform clerical accounting duties in the maintenance of assigned accounts.
- Operate a computer, related software, and standard office equipment.
- Perform computational tasks with speed and accuracy.
- Monitor, adjust, and reconcile assigned budgets.
- Prepare clear and concise financial reports.
- Work independently with little direction.

Understand and work within scope of authority.
Complete work with many interruptions.
Lift light objects according to safety regulations.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Communicate effectively, both orally and in writing.
Establish and maintain cooperative and effective working relationship with others.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:
Office environment; constant interruptions.

SAMPLE PHYSICAL ABILITIES:
Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date