

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

BUDGET TECHNICIAN II

DEFINITION:

Under direction of the Assistant Superintendent of Business Services to perform difficult technical accounting and budgeting functions required in the maintenance of fiscal records; and to do related work as required.

EXAMPLE OF DUTIES:

Duties may include, but are not limited to the following:

1. Perform complex and specialized support functions related to accounting and budgeting
2. Maintain and update computerized files and records as necessary
3. Assist in the development of departmental and program budgets
4. Assist with site supervision and training
5. Perform and review financial calculations for accuracy
6. Update Budgets and budgetary accounts in the Standardized Account Code Structure (SACS)
7. Prepare and monitor site budgets
8. Generate reports on financial data for distribution to sites
9. Create analysis of budget and actual costs for administration
10. Complete journal entries
11. Reconcile district bank accounts
12. Maintain position control system
13. Analyze data using computerized accounting system and electronic spreadsheets
14. Compile and prepare expenditure reports for other agencies
15. Assist with preparation of state and federal reports
16. Prepare advanced and complex budget reports, financial schedules, analysis and summaries, and other statistical and narrative reports and documents
17. Calculate deferred income, accounts receivable, accounts payable and carryovers; assist in the coordination of year end process.
18. Perform other duties as assigned

QUALIFICATIONS:

Knowledge of:

Principles and practices of financial record keeping; principles of accounting; methods and terminology in financial record keeping; understanding of governmental accounting principles and procedures; correct English, grammar,

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spelling and punctuation modern office methods procedures, and practices; and State Account Code 4 Structure (SACS) preferred.

Ability to: Ability to perform complex financial record keeping/ review analyze and interpret financial reports; develop and maintain moderate to complex computerized spreadsheets; compile budget data; apply rules and regulations to complex financial control processes; develop operational procedures and related processes; establish and maintain cooperative working relationships; understand and carry out verbal and written instructions.

EXPERIENCE:

Three years of experience in keeping or reviewing accounting or fiscal records which has provided the applicant with the knowledge and abilities listed above. School district experience preferred.

EDUCATION:

AA Degree in Accounting, Finance or Business Administration.

PHYSICAL PERFORMANCE REQUIREMENTS:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally will be less than twenty pounds.

LICENSES:

Possession of a valid California Driver's License.

SALARY: Row 30 of the Classified Salary Schedule
246 Days/12 Month/8 Hours (Full-Time Position)

ADOPTED BY THE GOVERNING BOARD: September 13, 2007