

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUDGET TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform technical and complex budgetary and accounting duties in the preparation, maintenance and review of District budget and financial records, accounts and reports to assure accuracy and conformance to established procedures.

REPRESENTATIVE DUTIES:

Work with District personnel to develop the annual budget; balance budgetary records with the Los Angeles County Office of Education; maintain and balance budget adjustments throughout the fiscal year.

Assist in the preparation of various budget reports for the District, County and State.

Maintain position control records of salaries and employee benefits; compute salary encumbrances and verify encumbrances throughout the fiscal year.

Review income and expenditure documents for availability of funds, proper classification, completeness and compliance with applicable regulations, requirements and established budgetary and accounting procedures.

Review printouts of site and program budgets to assure accuracy, completeness and compliance with applicable regulations, requirements and established budgetary and accounting procedures and report financial status to supervisor; make corrections as necessary.

Coordinate communication and budgetary activities with other District departments and personnel, governmental and private agencies.

Provide information to District personnel regarding various records, accounts and programs; answer questions and resolve problems related to site and department budgets.

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Provide assistance to other accounting clerical employees in posting, assembling, tabulating and reconciling financial data.

Maintain and file a variety of financial and accounting records, forms, listings and files.

Input a variety of financial and statistical data into computers and verify for accuracy.

Operate a variety of office equipment and machines such as computer hardware, typewriter and calculator.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting and auditing principles, practices and procedures.

Financial and statistical record-keeping principles.

Modern office practices, procedures and equipment.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer terminal.

Technical aspects of field of specialty.

Oral and written communication skills.

ABILITY TO:

Perform technical and complex accounting, budget and auditing work in the preparation, maintenance and review of District financial records, accounts and reports assuring compliance with applicable rules, regulations, policies and procedures.

Apply auditing and financial record-keeping principles.

Interpret, apply and explain rules, regulations, policies and procedures.

Operate a variety of office equipment and machines such as computer hardware, typewriter and calculator.

Make arithmetic computations expeditiously and accurately.

Work cooperatively and effectively with others.

Work confidentially with discretion.

Analyze situations accurately and adopt an effective course of action.
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Meet schedules and time lines.
Communicate effectively both orally and in writing.
Work independently with little direction.
Maintain records and prepare reports.
Analyze statements, invoices and reports.
Type at 30 words net per minute from clear copy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work in accounting or bookkeeping and three years governmental accounting experience.

WORKING CONDITIONS:

Typical office environment.

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