

FINANCIAL AIDE

DEFINITION

Under close supervision, performs a variety of budgetary and financial analysis duties of gradually increasing scope and complexity.

TYPICAL DUTIES

- Provides information to school staff and community representatives to assist in school budget planning.
- Assists in the preparation of reports related to income and expenditure analysis, salary averaging, and projections of surplus funds.
- Assists in the preparation of budget forecasts by obtaining and compiling financial data and checking, documenting, and reporting on past staffing and funding levels.
- Reviews Board reports, contracts, accounting procedures, controls, and program grant guidelines to confirm information regarding financial implications, spending restrictions, or payment transactions.
- Assists in composing Board reports to initiate budget authority for program implementation and continuation.
- Assists in determining school allocations by gathering and evaluating enrollment and other statistical data.
- Compiles and modifies data concerning the application of categorical funds.
- Prepares control sheets to track and monitor data entry for budget reviews and reviews output for accuracy.
- Prepares, processes, and reviews budget adjustment requests for completeness and accuracy.
- Collect, record, and extract budget and financial data for analysis and reports.
- Prepare written materials such as memos, reports, or procedures related to financial data or processes.
- May process and enter financial transactions including budget adjustments, journal vouchers, requisitions, and invoice payments.
- May provide technical assistance to other operating units regarding discrepancies with payment transactions.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Financial Aide receives training and performs well defined and less difficult duties directly related to more responsible tasks performed by higher-level employees in financial or accounting analysis classes. Progress to more difficult duties is expected as the employee gains in knowledge.

An Associate Financial Analyst assists in the development of cost proposals and program budgets, counsels administrators on budget changes, and performs special financial and administrative tasks that are planned, outlined, and reviewed by a higher-level analyst or administrator who has expertise in financial management.

A Budget Technician performs difficult clerical and computational duties and operates a computer utilizing BTS in processing budget requests, preparing budget reports, and participating in studies and research relating to budgetary matters.

SUPERVISION

Supervision is received from a supervisory or administrative employee; immediate supervision may be received from technical staff personnel. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Basic research methodology
- Basic concepts of data processing
- Elementary statistical concepts
- Fundamental accounting and budgetary principles
- Principles of organizational structure and function
- Basic contract principles

Ability to:

- Learn and apply District budgetary and accounting concepts
- Learn to prepare reports from District's accounting system-
- Make valid analyses and comparisons
- Recognize discrepancies in numerical relationships, grants, or contracts
- Prepare and present clear and concise reports
- Understand, analyze, and apply budgetary program guidelines and pertinent rules and laws
- Use applications such as Microsoft Word, Excel, Access, and PowerPoint
- Use oral and written English effectively
- Work effectively with community representatives and all levels of District employees

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a major in accounting, public or business administration, economics, or a related field. Technical experience involving the preparation, analysis, or adjustment of budgets may be substituted for up to two years of the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:

Experience in the preparation, analysis, or adjustment of budgets is preferable.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
12-03-12
SJ