

SENIOR BUDGET TECHNICIAN

DEFINITION

Supervises and participates in the work of a small clerical-computational unit engaged in developing the District's budgets, processing budget adjustment requests, preparing budget reports, and conducting studies and research relating to budgetary matters.

TYPICAL DUTIES

Assigns, supervises, and participates in the specialized clerical and computational work involved in developing the various editions of the District's budget, including utilization of Business Tools for Schools (BTS) in preparing budget data, processing budget adjustments, preparing various budget forms and reports, and conducting budget studies and research.

Monitors, reviews, and corrects the work of subordinates.

Trains employees in specialized and general aspects of budget work.

Operates a variety of calculating machines in checking and computing difficult calculations.

Confers with a Supervising Budget Technician regarding work procedures, priorities, and schedules.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Budget Technician supervises and participates in the work of a small group of Budget Technicians performing detailed clerical and computational duties involved in budget development and maintenance.

A Supervising Budget Technician supervises several units of technical and general clerical employees in detailed clerical tasks involved in budget preparation and maintenance in the Budget Services and Financial Planning Division.

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

General supervision is received from a Supervising Budget Technician. Supervision is exercised over Budget Technicians. Functional supervision may be exercised over work performed by lower-level clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

Principles of supervision and training
Budget laws, regulations, and provisions contained in the Education Code, California School Accounting Manual and its supplements, and Board rules
District organizational units and functions
Human Resources Division and Personnel Commission regulations affecting fiscal and budgetary matters
Budgetary practices and procedures used in the District
Office practices and clerical procedures regarding working with numerical data
Microsoft Windows Operating Systems
Applications such as Microsoft Word, Excel, Access, and

PowerPoint Ability to:

Train and supervise clerical personnel
Develop and analyze statistical information Prepare statistical tables and reports
Operate calculating machines in a variety of difficult computations
Operate a computer
Maintain accuracy and timeliness of work under pressure of deadlines Handle and perform multiple tasks

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably including or supplemented by courses in office management, supervision, accounting or bookkeeping.

Experience:

Two years of clerical experience in processing budget requests, preparing budget reports and materials, and conducting studies and research relating to budgetary matters.

or

Four years of clerical experience with duties that included compiling statistical or financial data, preparing statistical or accounting reports, and making computations related to budget, accounting, or other fiscal matters.

SPECIAL NOTE

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.