

## 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 terminal
- 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

Some positions in this class have been designated as “confidential”, exempt from bargaining units.

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 to change typical duties of a position at any time.

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