

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Budget Records Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Budget	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	036 OTBS
REVISED:	April 22, 2002		

BASIC FUNCTION:

Perform a wide variety of advanced and complex computer-clerical duties related to the preparation of budget report documents, financial schedules, cost projections, budget scenarios, and other narrative and statistical reports; assist budget staff with maintaining control accounts and processing budget documents.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Prepare budget reports, financial schedules, cost projections, budget scenarios, and other narrative and statistical reports. **E**

Use computer to access budget information using a variety of job related financial and budget data applications. **E**

Select, classify and compile information and data and prepare complex administrative and technical reports, analyses and summaries including budget documentation as assigned. **E**

Initiate, organize and maintain files; review computer generated reports for accuracy and completeness and submits corrections or notifies others of discrepancies; maintain department operational records and files including historical data. **E**

Keep current on computer software enhancements and new applications related to production of budget reports and documents. **E**

Process journal vouchers and input data as requested; prepare schedules to reconcile and balance control accounts. **E**

Prepare budget status reports including adjustments and expenditures; process consultant contracts and non-stock requisitions. **E**

Research and complete special assignments for budget report generation; respond to requests for budget related materials from management staff, Board of Education and executive committee administrators. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to four years of recent, full-time, paid increasingly responsible experience involving fiscal or budget recordkeeping with an automated financial system.

LICENSES AND OTHER REQUIREMENTS:

Typing certificate for 30 words per minute net corrected speed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Basic accounting terminology.

ABILITY TO:

Operate standard office equipment including microcomputers and related software applications.

Organize diverse financial/budget data using computer spreadsheet and data base applications.

Prepare complex word processing, narrative and statistical reports.

Rapidly learn the data base search format on a computer.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT: Office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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