

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Budget Technician	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Budget Department	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	037 OTBS
<b>REVISED:</b>	July 25, 2001		

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**BASIC FUNCTION:**

Perform semiprofessional budgetary services in maintaining budget control accounts for district funds and positions.

**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 detailed schedules to reconcile and balance the financial data base and the general ledger. **E**

Code documents such as journal vouchers, budget, expenditures, and encumbrance transfer requests, and prepares them for input to budget office and data systems. **E**

Review, audit, and interpret data systems reports and makes necessary corrections, additions, or deletions. **E**

Review and process purchase order change orders. **E**

Research and complete special assignments related to district financial transactions. **E**

Develop and prepare budget estimates. **E**

Prepare federal, state, and district special project application budgets. **E**

Perform budget cost control duties for salaried and nonsalaried accounts. **E**

Maintain auditable fiscal records. **E**

Confer with district managers and staff regarding budget requests and problems. **E**

Develop and prepare budget status reports indicating adjustments and projections. **E**

Operate standard office machines. **E**

Train and direct the work of clerical assistants. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to three years of full-time equivalent paid budget control or fiscal-clerical experience including working with an automated financial system; college-level training in finance, accounting, business administration, or closely related field may be substituted for up to two years of experience on the basis of two years of training for one year of experience.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Budgetary and accounting procedures.  
Technical aspects of field of specialty.  
Reading and writing English communication skills.

**ABILITY TO:**

Learn related state, county, and district requirements.  
Reconcile diverse financial data.  
Learn rapidly the use of microcomputers (spreadsheets and related data base applications)  
Operate standard office equipment.  
Communicate effectively orally and in writing.  
Establish and maintain effective working relationships with others.  
Plan and organize work to meet schedules and time lines.  
Maintain records.  
Read, 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 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.

Revised 3.23.04—PeopleSoft

Job Code 6830

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