SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	External Funding Budget Assistant	**REPORTS TO:**	Assigned Supervisor
DEPARTMENT:	Finance Division	**CLASSIFICATION:**	Classified
FLSA:	Non-Exempt	**SALARY GRADE:**	040 OTBS
REVISED:	September 3, 2002		

BASIC FUNCTION:

Assist with the development and monitoring of externally funded program budgets.

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

Assist in the development of special project budgets for sites receiving funds from categorically funded programs. **E**

Monitor and reconcile data processing reports. **E**

Review documents such as assignment authorizations, requisitions, and consultant service requests for proper coding and compliance with program guidelines. **E**

Prepare journal vouchers and budget transfers. **E**

Assist with budget studies; make budget projections. **E**

Assist in the development of program entitlements. **E**

Interpret program guidelines. **E**

May train and direct the work of clerical assistants.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from high school including or supplemented by business training and four years of full-time equivalent budget control or fiscal clerical experience including working with an automated financial system.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Budgetary and accounting principles and procedures.
Reading and writing English communication skills.

ABILITY TO:
Learn related state, county, and district requirements.
Learn and interpret guidelines of categorically funded programs.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor, office environment.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, 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.

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PH