

JOB DESCRIPTION
Grossmont Union High School District

BUDGET SPECIALIST

Purpose Statement:

The job of Budget Specialist is done for the purpose/s of under general direction of the Director, Fiscal Services, providing various monitoring and controlling accounting services for local, state and federal categorically funded grant/entitlement programs; ensuring that District expenditures are properly allocated; recording, updating and/or reconciling fiscal information; and providing instructions and/or accounting support to other personnel in accordance with established financial practices. Incumbents in this classification provide students and staff with fiscal services which in turn directly supports learning.

This job reports to Assigned Administrator

Essential Functions

- Assigns program budget numbers, SACS, object numbers, income numbers, and balance for the purpose of maintaining chart of accounts and financial records and systems in compliance with CSAM District and County guidelines, policies and procedures.
- Collaborates with auditors, administration, business services personnel, etc. for the purpose of ensuring adherence to fiscal practices and that department objectives are achieved.
- Compiles data from a variety of sources (e.g. budgets, payroll, statistics, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Maintains a wide variety of manual and electronic documents, files and records (e.g. spreadsheets, expenditure reports, grant/entitlement awards binder, budgets, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitors account balances and related financial activity for the purpose of identifying funding sources, and ensuring that allocations are accurate, expenses are within budget limits and/or fiscal practices are followed.
- Prepares a variety of transmittals and reports (e.g. reports, accounting records, year end closing, journal entries, workers' compensation data, bank transactions, by monthly billings, letters, memos, etc.) for the purpose of documenting activities, providing written reference, conveying information and/or complying with financial, legal and administrative requirements.
- Processes a variety of fiscal information (e.g. grant budgets, revisions, bank transactions, workers' compensation data, expenditure reports, revenue deposit permits, etc.) for the purpose of updating information and/or ensuring compliance with accounting requirements.
- Provides technical accounting assistance to other departments in conducting program analysis for the purpose of ensuring that monthly budget information is accurately forecasted/reported.
- Reconciles fiscal information (e.g. budget allocations, expenditures, ECCC Youth Payroll, etc.) for the purpose of maintaining accurate balances and complying with accounting practices.
- Researches discrepancies of financial information and/or documentation for the purpose of ensuring accuracy and adhering to procedures prior to processing.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records and performing accounting procedures; and operating standard office equipment.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles through general ledger related to educational organizations.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Bachelors degree in job related area.

Required Testing

As required for position

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

11/10/2005

Salary Grade

Unit II 50