



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
BUDGET SPECIALIST, CATEGORICAL PROGRAMS	CLASSIFIED	GRADE: M MONTHS:
BOARD POLICY REFERENCE: 2006/2007 CLASSIFICATION REVIEW		Board Approved: 06/07

**JOB DESCRIPTION:**

Under general supervision, perform complex, difficult budget accounting work involved in the development, set up and maintenance of financial and statistical records for categorical funded programs.

**SCOPE:**

The Budget Specialist, Categorical Programs performs a broad range of accounting duties to ensure accuracy in budget development, financial reporting and maintaining financial records for one or more categorically funded programs; prepares financial statements and expenditure claims for specially funded projects and government funded programs; and reconciles account balances.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Prepares budget development, tentative and adopted budgets and budget revisions; prepares financial reports for District, Federal State and County categorical agencies; meets specific District and categorical fiscal guidelines.
2. Analyzes budget data, prepares and revises cost projections and budget and expense projections for multiple programs and funds; analyzes and monitors line item expenses; provides supervisor with historical information; makes budget recommendations; initiates, transmits, and posts budget and expense transfers.
3. Establishes budgeting systems and procedures; analyzes and monitors categorical budgets and expenditures for compliance with District policy and funding agency guidelines.
4. Projects actual staff salary and benefits costs, including anticipated COLA's to ensure accuracy in budget development; monitors salary and benefits as compared to actual expenditures; identifies and resolves discrepancies.
5. Analyze and monitors categorical program budgets and expenditures for compliance with District and funding agency policy.
6. Initiates Personnel Action Forms and monitors budget coverage.
7. Schedules, oversees and expedites the fiscal year-end closing of the financial records for the department's programs. Determines and prepares year-end closing entries.
8. Reconciles the District's Financial Activity Report and payroll reports to the department's account system.
9. Prepares financial records for auditing purposes. Audits District and external agency reports and financial records for accuracy and compliance with categorical program guidelines; facilitates agency audits of the department's records; collaborates with accounting department on District audits.
10. May serve as a lead worker to other classified staff in the area and may supervise short-term, non-continuing and student employees.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Prepare financial reports and statements; perform mathematic calculations rapidly and accurately; operate office machines including a computer and 10-key machine; set up and maintain financial records; understand and carry out written and oral directions; meet with the public tactfully and courteously and answer questions over the counter and by telephone; train and direct the work of others; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

### **KNOWLEDGE OF:**

General and school district accounting and budgeting procedures; methods, practices, and terminology used in accounting, budgeting and financial record keeping; federal reconciliation processes and reporting processes; operation of personal computer software programs used in accounting systems; modern office practices and procedures.

Preferred additional knowledge: Policies, procedures, and guidelines regarding government funded programs.

### **MINIMUM QUALIFICATIONS:**

*A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### *Education:*

A college certificate in accounting that includes fund accounting and cost accounting coursework; Associates Degree preferred.

#### *Experience:*

Two years increasingly responsible experience performing budget development and fund accounting duties, including the use of applicable software applications.