

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Budget Coordinator	Management Team Confidential	Range: 9.5	Days: 228

JOB DESCRIPTION:

Under direction, performs difficult and complex accounting work in connection with the maintenance of financial records; performs a wide variety of functions involved in the maintenance of financial records and other Business Services; prepares the budget calendar and instructions, revenues and expenditures, the tentative and adopted budget summaries for all District funds; prepares related budgetary records and reports; and performs related work as required.

SCOPE:

The Budget Coordinator is either directly or indirectly involved in the financial aspects of accounting, budget, payroll, purchasing, financial aid, and/or SRJC Foundation; prepares for and assists with annual audits; resolves budget and accounting discrepancies; audits related work of other District personnel; coordinates the preparation of the annual budget for the District.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Posts financial transactions including transfers, deposits, and journals; determines and posts closing entries at fiscal year end; prepares financial records for annual auditing and reporting purposes.
2. Monitors salary and benefits budgets as compared to actual expenditures; identifies and resolves discrepancies between personnel and payroll data systems; ensures budget control by encumbering contract and hourly salaries.
3. Provides supervisors with historical information, accurate fiscal projections, and reports as requested.
4. Develops tentative and adopted budgets; drafts budget calendar and instructions, creates spreadsheets, projects revenue and expenditures, performs necessary audits and system rolls, collects information from various departments, and prepares tentative and adopted budget documents for all District funds.
5. Reviews requests for budget transfers and takes action according to District policy.
6. Implements updates to financial software to ensure reporting accuracy, while keeping current on financial system by attending appropriate meetings.
7. Provides staff support to District-wide Budget Committee.
8. Prepares indirect cost proposal in accordance with OMB Circular A-21.
9. Monitors Personnel Action Forms for hiring District employees and ensures budget coverage and adherence to District policies for hiring.
10. Audits related work of other personnel.
11. Coordinates the preparation of: State Mandated Cost Claims; the 50% Law Calculation; the CCFS-311 Quarterly and Annual Reports; the Gann Appropriation Limit; Lottery Reports; Faculty Office Hours Report; and other reports for compliance with state law.

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12. Coordinates the preparation of annual reports for federal, state and local agencies.
13. Provides support to Director, Fiscal Services.

KNOWLEDGE OF:

1. Methods, practices and terminology used in public budgeting systems, payroll, bookkeeping, financial record keeping, and purchasing.
2. Modern office practices; spreadsheet and word processing practices and techniques.
3. Financial software systems.

ABILITY TO:

1. Perform complex and detailed financial related work.
2. Work independently with general direction.
3. Make arithmetic calculations rapidly and accurately.
4. Interpret and apply changing rules and regulations.
5. Type and operate office machines including a computer and 10-key machine.
6. Interpret and apply policies and procedures.
7. Set work priorities.
8. Communicate effectively in English.
9. Follow and give oral and written directions.
10. Act as a lead worker to other Classified staff, STNC's or student employees in the area.
11. Maintain cooperative working relationships.
12. Demonstrate sensitivity to, and respect for, a diverse population.

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:

An associate's degree in Accounting or Business Administration.

Experience:

Three years of increasingly responsible experience financial record keeping.

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SUPERVISION RECEIVED:

The Budget Coordinator reports to the Director, Fiscal Services.

SUPERVISION EXERCISED:

The Budget Coordinator serves as a lead worker to other classified staff in the area, and supervises STNC's or student employees as appropriate.

Board Approved: 12/14/04
Personnel/akm/job descriptions/85 Budget Coordinator, Confidential