

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: BUDGET TECHNICIAN

BASIC FUNCTION:

Under direction of an assigned supervisor, perform technical and complex budget maintenance duties in an assigned department involving the preparation, monitoring, review and maintenance of assigned budgets, records, accounts and reports; assure compliance with established District policies, procedures, State, County and federal regulations and reporting requirements.

REPRESENTATIVE DUTIES:

Perform technical duties related to assigned budgets and accounts; monitor and track expenditure; prepare and update information and data as needed; prepare fund transfers as required; assure that budgets are monitored and tracked according to established District accounting policies, State and federal laws and regulations.

Review expenditures of funds related to assigned budgets; assure appropriate audit trails maintained; audit invoices and requisitions and process according to established procedures.

Prepare and maintain a variety of other financial records as required; review, verify and post financial data to appropriate budgets using automated equipment and software; track transfers and identify and resolve discrepancies; research correct errors.

Maintain other records according to relevant District policies, State and federal laws and regulations; complete required forms and file documentation according to internal control procedures, audit requirements and established policies.

Prepare or distribute reports and other information to federal, State and District offices; assure information is current, accurate and complete; provide advice and technical expertise to regarding assigned budgets to others as needed.

Participate in preparation of the annual budget; assist in the administration of the budget and assure compliance with applicable District policies and State and federal regulations.

Communicate with District personnel and administrators, off-campus agencies, vendors, students, student advisors and others regarding assigned budgets and expenditures of funds; explain procedures and regulations as needed; obtain and provide information and resolve issues and questions.

Operate a variety of office equipment including computer terminal, microcomputer, printer, typewriter, calculator and copier.

Train and provide work direction to student workers and temporary personnel if assigned.

Assist higher-level personnel in completing required reports, establishing monthly schedules, and distributing required forms.

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Assist other staff as assigned, as time allows, during rush periods or in the absence of accounting staff.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Budget preparation, monitoring, control and maintenance.
Preparation, review and control of financial records.
Automated budget systems and software.
Financial and statistical recordkeeping techniques.
Operation of a microcomputer and related software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Modern office practices, procedures and equipment.
Basic principles of training and work direction.

ABILITY TO:

Perform technical budget monitoring and maintenance work in a community college.
Make arithmetical calculations quickly and accurately.
Track and monitor budgets and expenditures of funds accurately.
Prepare reports related to assigned functions and areas.
Establish and maintain effective and cooperative working relationships with others.
Communicate effectively both orally and in writing.
Operate a microcomputer to enter data, maintain financial records and generate reports.
Interpret, apply and explain policies, procedures, rules and regulations.
Meet schedules and timelines.
Work independently with minimal supervision.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by college coursework in business, accounting or closely related field and two years of increasingly responsible clerical or financial recordkeeping experience involving the use of automated financial systems.

LICENSES AND OTHER REQUIREMENTS: Valid California driver's license.

WORKING CONDITIONS: Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Incumbents are subject to constant interruptions and demanding time lines.

PHYSICAL DEMANDS: Must sit for long periods of time, use hands and fingers to operate an electronic keyboard, calculator or other office machines; see to read fine print; speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person; lift, carry and/or move objects weighing up to 10 pounds.