



JOB TITLE: BUDGET SPECIALIST

Classification: Classified
Salary Range: 32

Retirement Type: PERS*
Board Approved: May 18, 2020

BASIC FUNCTION:

Under the direction of an assigned supervisor, the Budget Specialist performs a variety of accounting and budgetary duties for a division or department. Reviews and monitors budgets including grant-funded projects. Reconciles expenditures and generates financial reports.

REPRESENTATIVE DUTIES:

Review, monitor, and track budget expenditures including grant-funded projects. Verify accounting records and transactions for accuracy, timeliness, and adequacy of supporting documentation. Ensure compliance with District fiscal policies and/or external agency rules and regulations.

Reconcile and balance accounts to align with the District's financial system. Identify, research, and resolve problems and adjust budgets accordingly in consultation with supervisor. Interact with internal and/or external contacts, as required, to correct budget deficiencies and/or discrepancies. Ensure supporting documentation exists for auditing purposes and for future funding requirements.

Assist in developing budget projections and forecasts based on program needs, expenditure trends, and various funding sources. Organize data and prepare reports and other financial statements for management review, budget decision-making, submission to external agencies, and/or in compliance with District fiscal processes. Ensure reliability and integrity of data.

Prepare, process, and/or review a variety of documents (i.e., invoices, requisitions, purchase orders, timesheets, and other business forms.) Track equipment and other supply purchases and estimate deliveries. Interface with purchasing, accounts payable, accounts receivable, and external vendors to verify expenditures, accounts, and resolve budget discrepancies.

Serve as an internal resource to faculty, administrators, staff, or students on departmental and District administrative procedures. Research and compile information as needed. Maintain currency on revisions to department and/or District policies and procedures. Attend trainings as needed. Implement changes or enhancements to administrative procedures to improve productivity, efficiency, and service.

Monitor grant-funded account budgets and/or unrestricted funds. Organize data and provide various calculations. Analyze actual versus budget performance to determine variances. Consult with supervisor to make corrections. Ensure information is reconciled on a regular basis. Attend budget review meetings and report on fund balances as requested.

Coordinate with supervisor, staff, and/or faculty to ensure budgets are allocated appropriately for supplies and repairs to support approved programs and projects. Ensure grants and other budget-related deadlines are met and projects are completed within budget.

Coordinate and assist with a variety of projects.

Assist and cooperate with assignments from other divisions as necessary.

Assist with various office clerical and secretarial functions.

Perform other related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Two (2) years college-level training in accounting or related field; and

Three (3) years of increasingly responsible fiscal, statistical, clerical accounting, or budget maintenance experience.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Knowledge of research methods and techniques.

Knowledge of laws, rules, and regulations involved in assigned activities.

Knowledge of statistical record keeping, report writing, structure and formats.

Experienced in advanced report writing methods and techniques.

Experienced in organizing, evaluating, and compiling data for governmental agencies.

Abilities/Skills:

Skilled at developing and revising policies, administrative procedures, forms, and manuals.

Ability to conduct research, reporting, and statistical functions at a paraprofessional level.

Ability to audit, compile, and maintain documentation for District fiscal/program related matters.

Ability to maintain a variety of fiscal related records.

Ability to establish and maintain cooperative and effective working relationships with others.

Ability to communicate effectively both orally and in writing to gather information.

Ability to plan and organize work.

Ability to meet schedules and time lines.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to understand and work within scope of authority.

Ability to calculate and organize numerical data.

WORKING CONDITIONS:

Requires extensive computer work.

Requires dexterity of hands and fingers to operate a keyboard.

Requires high volume telephone usage.

Must be able to exchange information in person and on the telephone.

Must be able to sit for extended periods of time.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.