

East Side Union High School District

Job Title: Budget Specialist

Description of basic functions and responsibilities:

To be responsible for the District's budget development activities; to implement appropriately sophisticated accounting practices and procedures; to prepare and route budget requests to programs and respond to inquiries; to compile budgets of the District; to monitor budgets of approved District programs; to maintain budget files; to prepare and submit fiscal reports to various government agencies as required; and to perform other job-related duties as required. This position acts as a resource person regarding assigned area(s) and requires accuracy, attention to detail as well as independent judgment and problem-solving skills to be exercised in relation to specific area(s) of responsibility. May supervise accounting technicians, acts as Assistant Business Manager in his/her absence

Supervisor: Assistant Business Manager

Typical Duties:

Develops annual budget calendar

Prepares and routes budget requests to program managers and responds to related inquiries

Compiles budget for the District and monitors the approved budgets for all district programs

Maintains budget files and records

Develops and maintains cost accounting methodologies, etc

Prepares required reports via microcomputer and computer terminal and assists in the design of appropriate systems and programs to create desired printouts.

Assigns and/or reviews account coding and monitors status of program expenditures vs. their respective budgets to program managers and top management

Prepares compliance reports for submission to County and various governmental agencies

Performs other duties as assigned by the Assistant Business Manager

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Employment standards:

Knowledge of standard office procedures and practices, including but not limited to filing systems, receptionist and telephone technique, composition of routine business correspondence, and record keeping practices.

Knowledge of the California state school finance laws and regulations

Knowledge of the principles and practices of governmental accounting and budgeting as they relate to California school districts

Knowledge of data processing and its uses as it pertains to data entry and report processing of budgeting reports.

Skill to analyze accounting and budgeting data and prepare clear and accurate reports

Skill to operate office equipment and machines including but not limited to computers, typewriter, and calculator

Skill to effectively communicate in both oral and written form

Skill to establish and maintain effective work relationships with those contacted in the performance of required duties

Minimum qualifications:

A combination of higher education and professional accounting experience that will enable the candidate to be successful. A typical example would be a Bachelor's degree in accounting and three to five years of cost accounting and budgeting experience