

## **CULVER CITY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: BUDGET/FINANCIAL TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, plan and participate in assignments associated with the development and revision of District budgets; monitor financial activity of assigned District accounts; perform related accounting and financial record-keeping duties.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan and participate in assignments associated with the development and revision of District budgets; assure compliance with guidelines, rules, regulations and procedures affecting budgetary actions.

Monitor financial activity of assigned District accounts; monitor expenditures and revenue; post expenditures to appropriate account; adjust accounts as appropriate; compare District expenditures with financial records to verify and assure accuracy; review purchase orders for accuracy and proper coding.

Initiate purchase requisitions; prepare checks, submit for approval and distribute to appropriate agency or personnel; receive, collect and verify monies from various District departments; prepare and make bank deposits and prepare related records.

Input financial data into an assigned computer system; generate and assure accuracy of a variety of mandated and requested computerized reports according to established procedures and time lines; submit required reports to appropriate governmental agency.

Prepare and maintain a variety of financial and statistical records related to budgets, accounts, expenditures, revenue and assigned activities; establish and maintain filing systems.

Serve as a technical resource to District personnel concerning assigned budgets, accounts and related financial activities; respond to inquiries and provide information.

Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

##### **OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

General accounting, budget and business functions of a school district.  
Preparation, review and control of assigned budgets and accounts.  
Preparation of financial statements and comprehensive budget reports.  
Financial and statistical record-keeping techniques.  
Applicable laws, codes, regulations, policies and procedures.  
Financial analysis and projection techniques.  
Oral and written communication skills.  
District organization, operations, policies and objectives.  
Interpersonal skills using tact, patience and courtesy.  
Modern office practices, procedures and equipment.  
Operation of a computer and assigned software.

**ABILITY TO:**

Plan and participate in assignments associated with the development and revision of District budgets.  
Monitor financial activity of assigned District accounts.  
Maintain accurate financial and statistical records.  
Analyze financial data and prepare reports, forecasts and recommendations.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Compare numbers and detect errors efficiently.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Work independently with little direction.  
Understand and follow oral and written directions.  
Plan and organize work.  
Meet schedules and time lines.  
Operate a computer and assigned software.  
Type or input data at an acceptable rate of speed.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting, business administration or related field and two years accounting experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Sitting for extended periods of time.  
Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.