

Budget Coordinator

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/ Paraprofessional	PEU Local 1	76	08/01/2005	Classified	1 of 2

DEFINITION: Under general direction of the Comptroller/Assistant Chief Fiscal Officer, to perform all aspects of the budgetary function and other related fiscal responsibilities aimed at providing management with timely financial information.

DISTINGUISHING CHARACTERISTICS: The Budget Coordinator is expected to provide professional fiscal services, including the development, analysis, implementation and monitoring of the District budget.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Develop and administer the District-wide budget; compile budget projections for preliminary and final District budget; input updated budget amounts; monitor and analyze District and site/department budgets; compare budgeted amounts with actual activity; review and approve budget transfers; generate the budget and other fiscal records, reports and summaries.
- Develop and administer the District Office budget.
- Perform specialized and complex budgetary work.
- Provide grant proposal budget analysis and technical and analytical support to grant operations.
- Recommend and implement data processing programs and modifications for the budget process.
- Design, develop and recommend policy and procedural changes for budgeting and cost control.
- Functions as the college liaison for all college budget issues such as budget allocations, categorical fund budgets, fund balances, and hourly teaching.
- Gather data for compilation of special projects, studies and analysis; prepare a variety of cost analyses and other required reports.
- Reconcile course files with payroll/personnel files for budget monitoring purposes.
- Provide technical assistance to Human Resources in fiscal matters including verification of funding for new positions.
- Maintain direct contact with District staff and site managers in budget preparation, implementation and control. Conduct training sessions on the budgeting process as necessary.
- Resolve budget and expenditure control related problems, issues, and concerns.
- Prepare immediate and long-range projections for resources and appropriations.
- Monitor adherence to the budget by comparing actual reserves and fund balances to budget periodically.
- Maintain budget account structure, under direction of the Comptroller, in accordance with State law, regulations, and local management needs.
- Assist the Comptroller by drafting periodic financial statements.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of: Principles and methods of budgeting for a public fund accounting agency, including revenue calculations and formulas. Governmental accounting and auditing procedures. Computer-assisted accounting and budgetary systems, programs and equipment. Legal mandates, policies, regulations and guidelines pertaining to budget planning accounting and reporting processes.



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Ability to: Perform technical budget analysis. Prepare fiscal, statistical and narrative reports in a clear and concise manner. Prepare State and Federal reports of budget and actual expenses, student attendance, and grants. Communicate effectively, orally and in writing. Proficiently use spreadsheet or word processing software running on a microcomputer. Establish and maintain effective working relationships. Serve as resource person to others in matters pertaining to budget planning and control.

Education/Training: Bachelor’s degree from an accredited four-year college or university with major course work in business administration, accounting or related field.

Experience: Three years experience in general auditing including coordination of accounting staff functions, design and development of audit procedures, preparation of financial reports, recommendations for proper internal controls; accounting system conversions, and extensive use of personal computers.

License/Certification: Current Certified Public Accountant License, Certified Managerial Accountant Certificate or pass an equivalent to a CMA test.

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Actions: Newly created classification adopted by the Governing Board on 7/27/05.