

BUDGET SPECIALIST

DEFINITION

Under the 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 Specialist is expected to provide professional fiscal services, including the development, analysis and implementation of the District budget.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Assist in the development and administration of the District budget; compile budget projections for preliminary and final District budget; monitor and analyze District and site/department budgets; compare budgeted amounts with actual activity; generate the budget and other fiscal records, reports and summaries.

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.

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.

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 intermediate 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.

Review all budget revisions and transfers.

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MINIMUM QUALIFICATIONSKnowledge 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.

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 micro computer.

Establish and maintain effective working relationships.

Serve as resource person to others in matters pertaining to budget planning and control.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Three years of progressively responsible experience in the preparation and analysis of governmental fiscal and budget accounting and monitoring of and accounting for State and Federal grants.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with a major in accounting or related field.