



## BUDGET COORDINATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	PEU Local 1	78	07/01/2017	Classified	1 of 2

### DEFINITION

To perform budgetary functions and other related fiscal responsibilities aimed at providing management with timely financial information.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

### EXAMPLES OF DUTIES

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

- Develops and administers the Districtwide budget system; compiles budget projections for preliminary and final District budget; inputs updated budget amounts; monitors and analyzes District and site/department budgets; reviews and approves budget transfers; generates the budget and other fiscal records, reports and summaries.
- Develops other fund budgets, as required.
- Performs specialized and complex budgetary work.
- Provides grant proposal budget analysis and technical and analytical support to grant operations.
- Develops and maintains spreadsheet-based accounting workbooks used by the District to process data, including a chart-of-accounts, journal entry and budget transfer forms, bank reconciliation forms and the employee expense reimbursement form.
- Recommends and implements data processing programs and modifications for the budget process.
- Designs, develops and recommends policy and procedural changes for budgeting and cost control.
- Functions as the college liaison for budget issues such as budget allocations, categorical fund budgets and fund balances.
- Gathers data for compilation of special projects, studies and analyses; prepares a variety of cost analyses and other required reports.
- Maintains direct contact with District staff and site managers in budget preparation, implementation and control.
- Conducts training sessions on the budget development process as necessary.
- Resolves budget and expenditure control related problems, issues and concerns.
- Prepares immediate and long-range projections.
- Maintains budget account and general ledger account structure in accordance with state law, regulations and local management needs.
- Performs Districtwide fixed asset accounting functions and long-term debt accruals.
- Assists in the preparation of periodic financial statements and reports.



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- Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Enterprise Resource Planning (ERP) systems.
- Modern Software applications (Microsoft Office Suite, etc.).
- Modern office procedures, practices and technical/equipment.
- 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.

Skill/Ability to:

- Apply advanced spreadsheet skills and accounting skills in the completion of daily tasks.
- 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, both orally and in writing.
- Proficiently use Microsoft suite, in particular, Word and Excel.
- Serve as resource person to others in matters pertaining to budget planning and control.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

### EXPERIENCE AND TRAINING

- Five (5) years of experience in budgeting or general accounting, including design and development of audit procedures, preparation of financial reports, recommendations for proper internal controls, accounting system conversions and extensive use of personal computers.

### EDUCATION/LICENSE OR CERTIFICATE

- Possession of a Bachelor’s degree from an accredited college or university with major course work in business administration, accounting or related field, or the equivalent.

Adopted: 07/01/17