



TITLE	CLASSIFICATION	SALARY GRADE
BUDGET SPECIALIST, CATEGORICAL PROGRAMS	CLASSIFIED	GRADE: M
BOARD POLICY REFERENCE: 2013/14 Classification Review		

**JOB DESCRIPTION:**

Under general supervision, perform complex, difficult budget accounting work involved in the development, set up, reconciliation, monitoring and maintenance of financial and statistical records for categorical, grant and District funded programs.

**SCOPE:**

The Budget Specialist, Categorical Programs performs a broad range of accounting duties to ensure accuracy in budget development, financial reporting and maintaining financial records for one or more categorically funded programs; prepares financial statements and expenditure claims for specially funded projects and government funded programs; and reconciles account balances to ensure audit compliance.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Analyzes and prepares budget development, tentative and adopted budgets and budget revisions; prepares financial reports for District, Federal State and County categorical agencies; meets specific District and categorical fiscal guidelines.
2. Interprets and implements department in maintaining applicable categorical and grant funding laws, guidelines, and requirements; establishes and maintains cooperative working relationships and coordinates with District, County, State and Federal agencies to ensure accuracy of accounting and program fiscal compliance.
3. Analyzes budget data, prepares and revises revenue and expense projections, budget plans, and allocation adjustment requests for multiple programs and funds; analyzes and monitors line item expenses; provides historical information; makes budget recommendations; initiates, transmits, and posts budget and expense transfers; generates fiscal reports.
4. Establishes budgeting systems and procedures; analyzes and monitors categorical budgets and expenditures for compliance with District policy and funding agency guidelines; posts financial transactions; reconciles accounts; and researches and resolves discrepancies.
5. Projects actual staff salary and benefits costs; monitors expenditures against projections; audits District payroll reports; identifies and resolves discrepancies.
6. Analyzes and monitors categorical program budgets and expenditures for compliance with District and funding agency policy.
7. Initiates Personnel Action Forms and monitors budget coverage; coordinates processing of timesheets and department purchasing process.
8. Schedules, coordinates and expedites the department purchasing and financial record closing process. Determines and prepares year-end closing entries to ensure audit compliance; may initiate and prepare year-end fiscal reports.
9. Reconciles the District's Financial Activity Report and payroll reports to the department's account system.

**KEY DUTIES AND RESPONSIBILITIES (Continued):**

10. Prepares financial records for auditing purposes. Audits District and external agency reports and financial records for accuracy and compliance with categorical program guidelines; facilitates agency audits of the department's records; collaborates with Accounting on District audits.
11. May serve as a lead worker to other classified staff in the area
12. May supervise student and short-term, non-continuing employees.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Prepare financial reports and statements; interpret and apply changing rules and regulations; perform mathematic calculations rapidly and accurately; operate office equipment including a computer and 10-key machine; set up and maintain financial records; understand and carry out written and oral directions; meet with the public tactfully and courteously; train and direct the work of others; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

General and school district accounting and budgeting procedures; methods, practices, and terminology used in accounting, budgeting and financial record keeping; federal reconciliation processes and reporting processes; standard accounting computer software programs; modern office practices and procedures.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

Graduation from high school and a college-level certificate in accounting that includes fund accounting and cost accounting coursework; Associates Degree in related field preferred.

*Experience:*

Increasingly responsible experience performing budget development and fund accounting duties. Previous accounting or budget experience with government funded programs preferred.