

TITLE: Budget Specialist, Categorical Programs

CLASSIFICATION: Classified

SALARY GRADE: C11

SCOPE OF POSITION:

Under general supervision, performs a range of accounting duties to ensure accuracy in budget development and financial reporting, and maintains financial records for one or more categorically funded programs. Prepares financial statements and expenditure claims for specially funded projects and government-funded programs. 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 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, and makes budget recommendations.
2. Initiates, transmits, and posts budget and expense transfers and generates fiscal reports. Analyzes and monitors categorical program budgets and expenditures for compliance with District and funding agency policy.
3. Establishes budgeting systems and procedures. Posts financial transactions, reconciles accounts, and researches and resolves discrepancies.
4. Schedules, coordinates, and expedites the department purchasing and financial record closing process. Determines and prepares year-end closing entries to ensure audit compliance.
5. Initiates personnel action forms (PAFs) and monitors budget coverage.
6. Projects employee salary and benefits costs, monitors expenditures against projections, audits District payroll reports, and identifies and resolves discrepancies. Reconciles the District's financial activity report and payroll reports to the department's account system.
7. 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.
8. Interprets and implements applicable categorical and grant funding laws, guidelines, and requirements. Establishes and maintains cooperative working relationships with District, county, state, and federal agencies to ensure accuracy of accounting and program fiscal compliance.
9. 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 and collaborates with Accounting on District audits.
10. May supervise and direct the work of student employees.
11. May serve as a lead worker to other classified staff and short-term, non-continuing (STNC) employees in the area.

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KNOWLEDGE OF:

1. Generally accepted accounting principles (GAAP) and accounting and budgeting procedures for educational institutions.
2. Methods, practices, and terminology used in accounting, budgeting and financial record keeping.
3. Federal reconciliation processes and reporting processes.
4. Relevant local, state, and federal rules, regulations, policies and programs.
5. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Interpret and apply changing rules and regulations.
2. Train and lead the work of others.
3. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
4. Communicate effectively, both orally and in writing.
5. Exercise appropriate judgement in interactions with others and with work processes.
6. Interact with the public in a helpful, courteous and professional manner.
7. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate's degree in accounting or a closely related field of study required.

EXPERIENCE:

2+ years of related experience developing budgets and performing accounting duties.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).