



EMPLOYEE NAME: _____

Revised: 1/76; 2/86; 5/88; 9/90; 6/92; 5/093; 11/94; 1/98; 8/01; 6/03; 11/12; 6/18

JOB DESCRIPTION

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| POSITION TITLE: Budget Technician | JOB CODE: 474C |
| DIVISION: Academic | SALARY SCHEDULE: Clerical/Technician Annual |
| DEPARTMENT: Teaching & Learning Support and Specialized Services | WORK DAYS: 238 |
| REPORTS TO: Supervisor, Special Student Services | PAY GRADE: Rank VI (NC06) |
| FLSA: Non-Exempt | PAY FREQUENCY: Monthly |
| PRIMARY FUNCTION: Performs responsible financial work and routine clerical duties; interacts with schools, departments, employees, and the general public. | |

REQUIREMENTS:

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| 1. Educational Level: High School Diploma or GED |
| 2. Certification/License Required: None |
| 3. Experience: 2 years financial experience |
| 4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities |
| 5. Knowledge, Skills, & Abilities: Written and oral communication; organization and human relation skills; strong grammar, calculator, typing and word processing skills; able to work independently with minimum supervision; working knowledge of personal computer and related software. |

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

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| 1. Demonstrates prompt and regular attendance. |
| 2. Performs fiscal monitoring of purchase orders; monitors budget balances/charge codes/approval signatures. |
| 3. Performs fiscal monitoring of check requests, audits all documentation, audits approval signatures. |
| 4. Processes budget adjustments; logs budget adjustments, verifies accuracy of data, routes requests for approval, and prepares request for submission to data entry. |
| 5. Processes all grant budget adjustments and prepares grant reconciliations. |
| 6. Assists in answering budget questions from central office and/or school employees. |
| 7. Performs budget clerical functions; assists in preparation of material for budget meetings, presentations, and various budget reports, documents and manuals. |
| 8. Assists in the preparation and implementation of fiscal year budget. |
| 9. Performs other duties as assigned by appropriate administrator. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____