

ACCOUNTING & BUDGET SPECIALIST

JOB SUMMARY

Under general supervision, the Accounting and Budget Specialist performs specialized accounting work, providing support to management in the gathering, analyzing, and monitoring of District debt, accounts, investments, enrollment, and projections as it relates to the District's financial program and activities.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Account Technicians I, II, and III in that the incumbent is assigned more specialized and complex functions related to financial analysis and debt management as related to the District's budget.

SUPERVISION RECEIVED AND EXERCISED

Job incumbents receive supervision from the Assistant Director of Business Services and Director of Business and Fiscal Services. Job incumbents do not supervise other personnel, but may act in a lead capacity to provide technical guidance to lower level, technical accounting/budgeting staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Performs specialized, complex financial and statistical accounting work related to District projects and activities that are funded through debt obligations and other sources of revenues, including multi-year projections and mandated filing as required by the state;
- Researches, tracks, monitors, and provides reports to management regarding the District's capital budgets and expenditures, demographic data, asset values, attendance rates, and enrollment data;
- Researches, monitors, and makes recommendations to management regarding statutes, program and contractual requirements, and data related to student attendance and enrollment, class size, debt, building development, and housing projects;
- Gathers, coordinates, and prepares financial information, drafts, reports, and projections for management related to instructional minutes, classroom size, enrollment, and staffing levels;
- Assists management in fiscal analysis and accounting procedures related to: debt issuance and investments in order to increase income and reduce interest costs; operating and capital project expenditures to identify fiscal impacts and revenue generation potential;
- Assists management with year-end accruals related to facilities and annual reconciliation of fixed assets, and prepares related reports;
- Coordinates communication for obtaining, preparing, sharing, and exchanging data with administrative staff and external agency representatives and consultants;
- Assists in preparing actuarial assessments of the value of the District's land and buildings, insurance benefit programs, and retirement and pension obligations;
- Reconciles, reviews, examines and revises cost and budget estimations, calculations, contract agreements, bank statements, invoices, bank transactions, and related documents;
- Monitors, coordinates, and verifies proper input/output of financial statistical data from the computerized financial systems.

- Interprets various state/federal regulations and statutes related to financial record keeping and auditing;
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Any combination of education and experience equivalent to:

Education: An associate's degree or equivalent college units in accounting, finance, business, or a related field is required. A related bachelor's degree is preferred.

Experience: Four (4) years of progressively responsible experience in the field of professional accounting, finance, or public sector budgeting. Experience in a California school district fiscal/business department is preferred.

Knowledge of:

- Principles, methods, practices, terminology, and procedures relating to budgeting, finance, public bond administration, bookkeeping, and financial recordkeeping;
- Budget control, debt financing, and revenue projection methods;
- Financial analysis and projection techniques;
- Automated computer software systems for processing accounting and finance-related personal computer software applications;
- General mathematical principles and methods related to the functions of accounting;
- Principles, methods, trends, techniques, and practices related to organization and planning;
- Applicable federal, state, and local laws, procedures, and regulations pertaining to accounting and business services (e.g. Education Code, Labor Code, Code of Federal Regulations, California Schools Accounting Manual).
- Principles, practices, and techniques of financial reporting, preparation, and presentation, researching, report writing, and record keeping;
- Oral and written communication skills;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Effectively and efficiently perform specialized accounting functions with constant interruption;
- Make accurate mathematical computations;
- Operate office machines, equipment, and computer software applications;
- Utilize computer software applications including advanced level Microsoft Excel;
- Understand, follow, carry out, and interpret District regulations and procedures, as well as oral and written instructions;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Establish and maintain cooperative working relationships with others;
- Find and gather accurate sources of information in order to complete assigned tasks;
- Stay up-to-date with changes in laws and regulations related to business services;
- Effectively adapt to changes and take initiative;
- Accurately attend to detailed work;
- Effectively manage multiple work assignments in order to meet deadlines;
- Maintain high integrity of information related to the job;
- Provide quality customer service and effectively work in a team environment;

- Be trained to perform in a specialized or various accounting function(s);
- Work independently with minimal supervision;
- Exercise discretion and judgment in choosing appropriate courses of action;
- Define issues, analyze problems and situations, evaluate alternatives and arrive at sound solutions;
- Communicate effectively both orally and in writing.
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

PHYSICAL STANDARDS

The work environment and physical demands of the position as described below are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of this position.

Work Environment: The incumbent works in an office environment. The incumbent has direct contact with the public and other employees through telephone, electronic mail and in-person, and thus requires the ability to effectively manage a high volume of work in a fast-paced work environment despite constant interruptions. Negative interactions resulting from these contacts can create stressful situations that are a regular part of the work environment and the job responsibilities. The incumbent must be able to work without direct supervision. The noise level in the incumbent’s work environment is usually moderate.

Physical Demands: Primary functions of the position require physical ability and mobility to work in an office setting as follows: to sit for extended periods of time; to occasionally stand, walk, stoop, kneel and twist; to reach and bend at, below and above shoulder level; to lift, move, push, and pull objects up to twenty (20) pounds without assistance; to operate office equipment requiring the use of hands, fingers, repetitive hand movements, and fine coordination to operate a keyboard and other office equipment; to see within normal visual range and hear within normal audio range with or without correction; to communicate orally and in writing to exchange information with others. Regular physical attendance at work is an essential requirement of this job classification.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

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Personnel Action	Personnel Action Date
Adopted by the Personnel Commission	1/24/2022