GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: BUDGET TECHNICIAN – FEDERAL & SPECIAL PROGRAMS

GENERAL STATEMENT OF JOB

Under general supervision performs a large variety of complex fiscal, budgetary, administrative, and office duties requiring a keen awareness of all aspects of Federal and Special Programs. Work involves managing multiple budget codes and data bases; maintaining complex computer-based accounting systems; generating budgetary reports; providing informational data; maintaining numerous hard-copy and computerized records and files; drafting informational documents, spreadsheets and correspondence using a variety of computer-driven word processing, spread sheet, and file maintenance programs; and the ability to use discretionary judgment, analysis and independent action. Reports to the Executive Director for Federal and Special Programs and/or Director for Title I.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Establishes and maintains financial databases, spreadsheets, and daily balances for all Federal and Special Programs fund expenditures, staff development/travel reimbursements, substitute teacher payroll by budget code, school, program area, and description of items ordered for departmental planning, management purposes and federal audit requirements.

Uses a variety of mathematical formulas; summarizes Federal and Special Programs fiscal and budgetary information; prepares charts graphs and reports required for annual application for State, Local and Federal funds.

Summarizes data from various budget codes into comprehensive reports with limited instructions as required for auditing purposes of all funds and continued funding.

Prepares and processes financial transactions annually including purchase orders, travel and staff development reimbursements, contracts, repairs of equipment, positions, etc.

Tracks the progress of all Federal and Special Programs orders by budget code and maintains a detailed summary spreadsheet which includes date sent to purchasing, date purchase order issued, date order received, date invoice received and date order paid. Contacts vendors if instructional equipment orders are not received in a timely manner. Develops spreadsheets of status of orders for Executive Director or Director to take corrective actions required to prevent reversions of funds and to ensure instructional equipment and supplies are delivered on time.

Reconciles monthly reports from Finance for budget codes to verify that transactions and balances are accurate and takes appropriate steps to make corrections as needed to ensure that Federal and State funds are not reverted and expenditures do not exceed annual allotments.

Reconciles monthly salary reports to verify employees are paid from the correct code.

Manages requests to pay related costs for staff development and/or conferences as approved. Verifies substitute names, rate of pay, number of days, etc. Provides correct budget code to Payroll and enters funding data into spreadsheet of appropriate funding source.

Receives incoming mail to keep informed; prioritizes; routes mail to appropriate staff; handles routine correspondence and independently drafts appropriate replies for director's approval.

Processes information using a variety of computer driven word processing, spreadsheet and file maintenance programs which requires use of a variety of complicated formats for preparing correspondence, reports, information, and data packets required for continued funding. Work includes responsibility for accuracy of financial data, spelling, punctuation, format and grammar.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school with at least 10 years experience in financial, secretarial, and administrative work, including office management with experience in the operation of computer-driven word processing, spreadsheet and file maintenance programs preferred; or completion of an associate's degree program in secretarial science or business administration with at least 5 years of experience in secretarial and administrative work, including office management; or graduation from a four-year college or university, preferably with a major in business administration, public administration or a related field and 1 – 3 years of experience in a related field; or an equivalent combination of experience and training.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to use a variety of automated office equipment such as computers, copiers, typewriters, calculators, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, handbooks, forms, lists, etc. Requires the ability to prepare correspondence, reports, forms, charts, etc., using prescribed format.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form. Must be able to continually prioritize duties to meet department deadlines and continue external requests.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; and to utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination

Color Discrimination: Requires the ability to differentiate between colors and shades of color to prepare data charts and promotional materials.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the operations and activities of the department.

Thorough knowledge of and ability to use grammar, vocabulary, spelling, and punctuation.

Thorough knowledge of office practices and procedures.

Considerable knowledge of common word processing, spreadsheet, and file maintenance programs.

Considerable knowledge of NC DPI specialized planning and data software programs.

Considerable knowledge of computers and peripheral equipment.

Considerable knowledge of specialized financial data programs.

Considerable knowledge of auditing and accountability data requirements of the department.

Ability to maintain complete and accurate records and to develop standard and complex financial reports from those records.

Skill to operate a computer.

Ability to work independently with little guidance.

Ability to maintain confidential information.

Ability to interact and deal with the public in a professional manner.

Ability to generate correspondence and reports independently.

Ability to operate common office machines.

Ability to plan and prepare meeting agendas.

Ability to sort and distribute documents.

Ability to respond to questions based on considerable knowledge of the department.

Ability to understand and follow oral and written instructions.

Ability to type accurately at a moderate rate of speed.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.