



## Isaac School District Position Description

**TITLE: Budget Technician**

**CLASSIFICATION: Non-Exempt**

**GENERAL STATEMENT OF RESPONSIBILITIES:** To provide fund revenue and expenditure accountability and reconciliation. Supervise accounts payable and the district trip reduction program.

**PRINCIPAL DUTIES: (essential functions)**

- To assist the Director of Business Services in the financial affairs of the district, including budget development and long range financial planning.
- Records in detail all financial transactions.
- Recommends changes and monitors the administration of financial records management and reporting procedures and techniques as it relates to the efficient functioning of the district.
- Supervises the accounts payable function and approves all accounts payable vouchers; audits invoices, claims and payments for accuracy and completeness.
- Reviews reconciliations, funds, accounts and payments for benefits. Ensures revenue and cash controls.
- Balances entries recorded in journals and ledgers; traces errors and records adjustments to revenues and expenditures posted to incorrect accounts; transfers data as necessary to general ledger.
- Posts district revenues, maintains accuracy of budgets in system.
- Reports cash balances, cash management reports, fund balances and other assigned fiscal reporting.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of fund accounting, budget development and fiscal management.

Knowledge of generally accepted accounting principles and generally accepted auditing principles related to public sector financial administration.

Knowledge of federal and state grant and special fund accounting regulations, procedures and accountability standards.

Knowledge of budgeting systems, record keeping and records management techniques.

Knowledge of business and personal computers, and spreadsheet software applications.

Skill in understanding, interpreting and applying accounting standards and procedures, and applicable federal rules and regulations.

Skill in the analysis and application of accounting principles and standards.

Skill in correcting and updating financial information systems.

Skill in reviewing and performing mathematical calculations.

Skill in establishing and maintaining effective working relationships with others.



**MINIMUM QUALIFICATIONS:** High school diploma or GED and three (3) years public school finance experience OR an equivalent amount of education and experience that provide the required knowledge and skills.

**REQUIRED LICENSE/CERTIFICATION:** None.