

DESERT SANDS UNIFIED SCHOOL DISTRICT
Personnel Commission

Classification: BUDGET SPECIALIST
Employment Category: Confidential

Salary Range: 46
FLSA Designation: Non-Exempt

Job Summary:

Under direction, performs a variety of complex technical accounting duties in the establishment and maintenance of accounts and budgets to include current and long range budget control; chart of accounts and conferring with District Office and site administrators to develop and implement sound fiscal operations.

Essential Job Functions:

- **Advises** and assists administrators, site managers and other appropriate staff in the preparation, control and expenditure of their site/department budgets for the purpose of providing information and support; and, ensuring issue identification and resolution.
- **Analyzes** information (e.g. projected income and expenditures, etc.) for the purpose of preparing and providing budget recommendations.
- **Assists** with budget projections, preparation and presentations for the purpose of compiling and providing information necessary to the budget formation process.
- **Audits** individual school budgets for the purpose of ensuring compliance and adherence to budgeted allotments.
- **Generates** various fiscal reports and financial records as required for the purpose of generating revenue, conveying information, providing supporting documentation and/or complying with fiscal requirements.
- **Interacts** closely with administration and other District personnel for the purpose of monitoring and maintaining budgetary information and fiscal transactions.
- **Maintains** various fiscal information, files and records (e.g. accounts payable, accounts receivable, cash flow, payroll, attendance, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance with established fiscal guidelines.
- **Monitors** various transactions and related financial activity (e.g. budget transfers, fund balances, negative accounts, personnel changes, projected impacts to budget, etc.) for the purpose of ensuring accuracy of allocations, adherence to budgetary limits and compliance with established district and fiscal requirements.
- **Prepare** and process documents (e.g. information relating to contractual negotiations, budget documents, calculations for cost of step increases, etc.) for the purpose of updating and providing information required in compliance with established fiscal guidelines.
- **Projects** and plans the needs of future budgets to include cost analyses and proposals and budget allocation formulas for the purpose of ensuring compliance with all applicable district, state and federal rules, policies, procedures and guidelines.
- **Provides** training and assistance to site and department personnel for the purpose of ensuring compliance with budget monitoring practices and procedures.

Other Job Functions:

- **Assists** other department personnel for the purpose of supporting them in the completion of their work.
- **Attends** meetings as required for the purpose of maintaining skills and gathering and/or conveying required information.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill in the use of computers and accounting applications. Skill to guide and direct personnel. Knowledge of accounting policies, practices and procedures, principles and methods of budgeting for school districts. Knowledge of problem solving methodology, basic financial analysis and research procedures and modern office methods. Abilities to think logically with attention to detail, prepare clear, accurate and comprehensive financial reports. Ability to communicate effectively both orally and in writing; establish and maintain effective working relationships; plan and organize. Ability to conduct technical analysis using various analytical techniques and apply data processing to budget preparation.
- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, lift moderately heavy objects; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; sitting for long periods at a desk and in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification; have the ability to occasionally lift moderately heavy objects weighing up to 52 pounds, frequently lift up to 5 pounds and constantly lift a minimum of 5 pounds; have the capability to push 30 pounds maximum force and possess the capability to pull 30 pounds maximum force. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Education and Training Required:** Associate of Arts degree in Accounting or related field plus four (4) years of increasingly responsible experience in financial or statistical record-keeping, or six (6) years of increasingly responsible experience in financial or statistical record-keeping.
- **Licenses, Certifications and Testing Required:**
 - Fingerprint/criminal justice clearance.
 - Tuberculosis clearance.