

Budget Specialist
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=243648>

Downloaded On: Aug. 31, 2024 10:15pm

Posted Aug. 26, 2024, set to expire Sep. 13, 2024

Job Title	Budget Specialist
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Aug. 26, 2024
Application Deadline	09/13/2024
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services
Apply Online Here	https://apptrkr.com/5562726
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Job Description	

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Budget Specialist

Salary: \$70,646.00 - \$86,885.00 Annually

Location: Districtwide, CA

Job Type: Permanent

Division: DO District Office

Job Number: 2024065

Closing: 9/13/2024 11:59 PM Pacific

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General Purpose

Under general supervision, performs review and oversight of departmental general fund, categorical and grant funded programs and functions to ensure sound expenditure management and compliance; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Monitors and may participate in developing budgets for general fund, categorical and grant-funded programs; verifies and may calculate payroll and benefit costs; reconciles Labor Distribution reports to the general ledger and makes adjustments to Labor Distribution reports as necessary; verifies the allowability of planned program expenditures under funding program requirements and ensures complete documentation to support expenditures; verifies that matching and in-kind funds are planned for and are being met.
- Meets periodically with deans, program coordinators and administrative staff to review grant and spending activities and timeliness of reports; provides information on District/college/program policies and procedures, explains their application and answers questions or provides additional information to ensure understanding; explores and works with program staff to develop work-arounds when planned purchases or expenditures are not eligible under a grant; works with program staff to reprogram surplus funds to enhance program activities; reviews, compiles and verifies required reports; ensures or compiles allowable backup for match requirements; reviews any issues and concerns with program managers to ensure timely resolution; fills out funding agency reporting templates and follows up on any additional information needed.
- Reviews and processes budget transfer requests, purchase requisitions, purchase orders, check requests, travel and conference requests, reimbursement requests and other expense-related forms; verifies expenditures are allowable under terms of the funding source and are in compliance with District policies and procedures; requests additional supporting information when necessary; serves as liaison with District Finance Office in resolving compliance questions regarding expenditures.
- Prepares expenditure projections; monitors encumbrances and expenditures and calculates

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budget usage and fund percentages; verifies monthly Labor Distribution Reports and takes action to correct any discrepancies; reconciles expenditures with the general ledger; ensures expenses are posted to the correct budget numbers; researches, prepares budget and expenditure adjustments and transfers to correct discrepancies and submits for manager approval.

- May represent an assigned education center on a college budget committee.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

- Performs any of the duties typically performed by a Budget Technician, when directed.
- Monitors adjunct faculty hours to ensure conformance with bargaining unit and all other compliance requirements regarding load limits; may monitor work hours for other employees and student aides.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- General principles and practices of budget development and administration.
- General principles and practices of grant budget development and grants administration.
- District policies, procedures and practices governing budgeting, purchasing, accounts payable processing, cash handling and receipting and related financial transactions.
- Paraprofessional accounting methods and practices including audit practices and procedures.

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- Use and operation of applicable modules of the District's enterprise accounting and finance systems.
- State and federal laws and regulations applicable to the application for and administration of a variety of grants and categorically-funded programs and functions, including 2 CFR 200 and the Education Department General Administrative Regulations (EDGAR).
- Customer service practices and etiquette.
- Principles and practices of sound business communication including English usage, spelling, grammar and punctuation.
- Modern office practices, procedures and equipment including appropriate software applications.

Skills and Abilities to:

- Read, understand, interpret and apply state and federal requirements and guidelines for the administration of grant and categorically-funded programs, particularly with regard to the allowability of expenditures and other compliance requirements.
- Understand "big picture" situations and develop timely solutions to problems while staying within prescribed guidelines.
- Make highly detailed comparisons, calculations and tabulations of financial data and review accounting and related documents accurately and with high attention to detail.
- Work collaborative between program managers and administrators and finance and accounting staff to communicate clearly and find solutions to technical compliance and accounting issues.
- Carry out work independently, ensuring a high degree of accuracy.
- Organize, set priorities and exercise sound judgment within established guidelines.
- Interpret, apply and explain detailed and frequently complex rules, regulations, policies and procedures and apply them in a variety of procedural situations.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.

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- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

An associate degree in accounting, finance, management or a related field, and at least three years of progressively responsible experience performing budget review and monitoring for general fund, categorically-funded or grant-funded programs and activities, preferably in a community college environment; or an equivalent combination of training and experience.

A bachelor's degree in finance, accounting, business or public administration is preferred.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and standard office equipment; and reach with hands and arms. An employee is frequently required to stand and walk; and lift up to 10 pounds and occasionally up to 25 pounds.

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Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new information and skills; perform highly detailed work on multiple concurrent tasks with frequent interruptions; and interact with managers, employees, students and others encountered in the course of work, some of whom may be dissatisfied or concerned.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions where the noise level is quiet.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

APPLICATION SUBMISSION

To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your degree or transcripts (including when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

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All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will also include an online competency assessment (40% weight) and an oral interview assessment (60% weight). Of those achieving a passing score on the competency assessment only the most qualified candidates will be invited to the oral interview assessment. Passing score is 75% out of 100% on each assessment section.

ASSESSMENTS TENTATIVELY SCHEDULED AS FOLLOWS:

COMPETENCY ASSESSMENT: SEPTEMBER 19, 2024

ORAL ASSESSMENT: SEPTEMBER 27, 2024

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

ELIGIBILITY LIST

Candidates who attain a passing score on each part of the assessment will be placed in rank order on a districtwide Open-Competitive List. Using the same process, a separate Promotional List will be established and both Lists will be used concurrently. Unless otherwise indicated, the eligibility list will be used to fill current vacancies in this classification districtwide for at least six months. **The current vacancy is with the District Office.**

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation

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needed to participate in the selection process.

SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4627239/budget-specialist>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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