

**Budget Technician**  
**State Center Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=247874>

Downloaded On: Oct. 31, 2024 8:15am

Posted Oct. 30, 2024, set to expire Nov. 20, 2024

<b>Job Title</b>	Budget Technician
<b>Department</b>	
<b>Institution</b>	State Center Community College District Fresno, California
<b>Date Posted</b>	Oct. 30, 2024
<b>Application Deadline</b>	11/20/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Finance/Investment Management Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5763147">https://apptrkr.com/5763147</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Budget Technician**

**Salary:** \$65,316.00 - \$80,330.00 Annually

**Location:** Districtwide, CA

**Job Type:** Permanent

**Division:** DO District Office

**Job Number:** 2024079

**Closing:** 11/20/2024 11:59 PM Pacific

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### **General Purpose**

Under general supervision, performs a variety of responsible technical and administrative duties in the administration and monitoring of general fund, categorical and grant-funded budgets for programs and services; monitors and verifies expenditures; prepares and processes a variety of accounting forms and other documents; summarizes data and prepares reports; 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.

- Assists or participates in developing and monitoring budgets for single- and multi-year categorical and grant-funded programs; reviews Labor Distribution Reports to verify and calculate payroll and benefit costs; verifies the allowability of planned program expenditures; ensures requirements for matching and in-kind funds are planned for; runs general budget reports through spreadsheets and financial systems and calculates budgets based on fiscal cycles for District and funding sources; reviews any issues and concerns with program managers to ensure resolution.
- Creates expenditure forecasts; maintains separate budget and expense tracking programs to monitor expenditures for multiple funding sources; monitors encumbrances and expenditures and calculates grant 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 and prepares budget and expenditure adjustments and transfers to correct discrepancies and submits for manager approval.
- Prepares and processes for approval purchase requisitions, purchase orders and check requests, ensuring accuracy and compliance with funding source and District policies and procedures; verifies the accuracy of delivery receipts and invoices and routes for signature; compiles required documentation; routes invoices for payment; prepares and processes expense-related forms including travel and conference requests, requests for reimbursement, mileage forms and expense reports, ensuring accuracy and compliance with District policies and procedures; reconciles credit card statements.
- Prepares or assists in preparing and submitting for review quarterly and annual financial reports for state and federal grants, following established procedures; reviews funding agency reporting

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requirements and works with staff and grant monitors to verify the allowability of expenditures; with approval, formats grant data for entry into required reporting databases or billing systems.

- Provides administrative support for grant-funded programs; prepares and processes new hire and payroll forms and documents; researches and obtains key data and statistics from varying sources for grant reports and other documents; transfers data from District systems and programs into grant funding agency reporting systems; completes required forms and edits and formats proposal and renewal documents; manipulates grant data to fit required formats; researches and data enters required grant data and statistics into funding agency data collection systems.
- Maintains files and backup documentation such as time allocation worksheets in preparation for audit; assists in maintaining an asset inventory including any equipment or other items purchased using grant funds.
- 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**

- Monitors adjunct faculty hours for programs to ensure load requirements are not exceeded per bargaining unit provisions; monitors work hours for other employees as necessary.
- Prepares routine drafts of contracts and MOUs for vendors delivering program services.
- Performs general administrative and clerical support duties as required.
- Performs related duties as assigned.

### **Employment Standards / Minimum Qualifications**

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### *Knowledge of:*

- District policies, procedures and practices governing budgeting, purchasing, accounts payable

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processing, cash handling and receipting and related financial transactions.

- Paraprofessional accounting methods and practices.
- Business math.
- 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 grants and categorically-funded programs for a variety of programs and functions.
- General understanding of sources of information relating to requirements for administration of grant and categorical programs such as Title V, Education Department General Administrative Regulations (EDGAR) and 2 CFR 200.
- Customer service practices and etiquette.
- Principles and practices of sound business communication including English usage, spelling, grammar and punctuation.
- 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 development of program budgets and administration of grant and categorically-funded programs, particularly with regard to the allowability of expenditures.
- Make highly detailed comparisons, calculations and tabulations of financial data and review accounting and related documents accurately and with high attention to detail.
- Carry out work independently, ensuring a high degree of accuracy.
- Organize, set priorities and exercise sound judgment within established guidelines.
- Interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.

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- Operate a computer using spreadsheet and other standard business software; operate other standard office equipment.
- Maintain a variety of financial records and files.
- Maintain confidentiality of documents and records.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- 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**

Graduation from high school or GED equivalent supplemented by college coursework in accounting, and at least three years of progressively responsible experience performing financial or statistical recordkeeping, paraprofessional accounting or bookkeeping; or an equivalent combination of training and experience.

Completion of sixty college units including fifteen units in accounting OR an associate degree in accounting, business or a related field 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

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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.

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

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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.

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 (50% weight) and an oral interview assessment (50% 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.

**INITIAL ASSESSMENT TENTATIVELY SCHEDULED AS FOLLOWS:**

**COMPETENCY ASSESSMENT: NOVEMBER 26, 2024**

**ORAL ASSESSMENT: DECEMBER 3, 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

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be used to fill current vacancies in this classification districtwide for at least six months. **The current vacancy is with Reedley College.**

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 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/4711107/budget-technician>

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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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