

FT Budget Technician Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=268616>

Downloaded On: Nov. 24, 2025 2:48pm

Posted Nov. 24, 2025, set to expire Dec. 16, 2025

Job Title FT Budget Technician
Department Budget Department
Institution Cerritos College
Norwalk, California

Date Posted Nov. 24, 2025

Application Deadline 12/16/2025

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Fiscal Services

Apply Online Here <https://apptrkr.com/6734708>

Apply By Email

Job Description

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FT Budget Technician

Salary: \$68,305.92 - \$82,087.20 Annually

Job Type: Full Time

Job Number: FT Budget Technician - 25

Closing: 12/16/2025 11:59 PM Pacific

Location: Norwalk, CA

Department: FT Budget Technician - 25

Division: Business Services

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Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on December 16th, 2025 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>

Department Profile

The Budget Department is responsible for the efficient and effective operations of the District's budgeting functions including but not limited to, planning, supervising, assessing, and evaluating the activities, information, and services in connection with developing the District's budget. Cerritos College employees are dedicated and passionate but most importantly, we thrive on working together. Teamwork is at the heart of working life at the college. The spirit of collaboration is central to everything we do, and everything we believe in. This position provides an exceptional and satisfying career, with outstanding leadership and professional growth opportunities for motivated individuals.

The ideal Budget Technician will have experience in:

- Preparing federal, state, and local financial reports of grant, program and contract activity
- Reconciling, balancing books, and compiling reports and financial statements on a recurring basis to show statistics such as cash receipts, accounts payable and receivable
- Preparing budget versus actual reports on a regular basis; ability to provide explanations and/or resolutions to budget variances

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- Researching, analyzing, resolving and assisting others with accounting transactions and adjustments

Summary

Performs varied record keeping duties associated with the processing and completing of accounting transactions, posting, assembling, and tabulating, and preparing data for financial statements using established formats. Usually is responsible for consolidating all accounting elements within a program or service such as customer accounting, accounts receivable, accounts payable, cash, accounts related to grants and contracts, and cost of services.

Distinguishing Career Features

The Budget Technician oversees areas such as cash management, line item transfers, categorical accounts, and special studies. The Budget Technician will demonstrate knowledge of generally accepted accounting practices and will have competency in general ledger and fund accounting.

Job Duties

Essential Duties and Responsibilities

- Prepares federal, state, and local financial reports of grant and contract activity.
- Receives cash and cash equivalent from a variety of sources. Verifies amounts and balances to supporting documentation. Enters information into appropriate accounts as required. Prepares deposits and other transmittals.
- Reconciles and compiles periodic reports to show statistics such as cash receipts, accounts payable, and accounts receivable. Trace transactions through previous accounting actions to identify and correct discrepancies.
- Reconciles, balances books, and compiles reports and financial statements on a recurring basis to show statistics such as cash receipts, accounts payable, and receivable. Traces transactions through previous accounting actions to identify and correct discrepancies.
- Verifies and accounts for funds and other assets received by the District for specified uses (e.g., donations, conditional uses).
- Prepares monthly trial financial statements for grants or other special funds. Using standardized accounting software, prepares trial or drafts statements of financial activity and condition, subject to administrative review.
- Prepares and enters cash and cash-equivalent amounts into holding accounts, then disburses into separate accounts by making intra-account transfers through multiple accounting software formats.
- Analyzes and reconciles account transactions and miscellaneous reimbursement items, making

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general ledger accounting adjustments. May prepare accounts receivable billings to outside agencies.

- Administers revolving accounts used for disbursing funds to meet urgent student needs.
- Verifies and corrects account codes, authorization, and available and qualifying budgets.
- May segregate and apply codes to certain accounts, such as but not limited to, payables for utilities. Verifies correct billing.
- Researches, analyzes, resolves, and assists others with accounting transactions and adjustments such as credit memoranda, undocumented purchases and invoices, goods and services not received, returned or refund checks.
- Manipulates data management systems to produce custom, yet recurring reports, requiring a working knowledge of the relationships of financial data.
- Provides administrative support to projects and special assignments that require getting information and cooperation from other departments and vendors.
- Conducts research involving search of internal and external resources to support departmental activities.
- May prepare correspondence relating to assigned responsibilities.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

Minimum Qualifications

The position requires an Associates Degree in accounting or business and 3 years experience in a production oriented financial record keeping capacity.

Preferred Qualifications

Bachelor's Degree in Accounting or Business and 3 years work experience in a financial or accounting role and has exposure to project and/or grant financial management. Advanced Microsoft Excel skills.

Supplemental Information

Knowledge and Skills

Requires a working knowledge of the principles, practices, and terminology of financial and statistical record keeping and accounting data entry practices. Requires an in-depth knowledge of governmental and fund accounting procedures for accounts payable, accounts receivable, and disbursements. Requires in depth knowledge of computer-aided accounting systems to set up accounts, enter accounting transactions, and extract detail and summary information. Requires working knowledge of financial statements and accounting performance (variance) reports. Requires a working knowledge of

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office clerical procedures and computer-aided office productivity software. Requires sufficient writing skills to prepare basic business correspondence, accounting instructions, and account footnotes. Requires sufficient math skills to compute totals, extensions, portions, ratios, quotients, and percentages. Requires sufficient human relations skills to convey policies and procedures and to deal cooperatively with others on accounting transactions.

Abilities

Requires the ability to learn and apply accounting rules and procedures, sales and use tax requirements and schedules, and procedures for electronic transfer of accounting information. Requires the ability to learn various vendor accounting requirements and cycles. Requires the ability to research, compile, analyze, and interpret accounting data. Requires the ability to maintain accurate and retrievable files, records, audit trails and trace transactions to original entries. Requires the ability to perform accounting and general math computations quickly and accurately. Requires the ability to organize and prioritize work to meet deadlines and timetables. Requires the ability to work cooperatively and productively with individuals and work teams within and outside the department, including vendors. Requires the ability to access and use a computer, common office productivity software, and specialized accounting software to access databases.

Physical Abilities

Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Salary/Fringe Benefits

Grade 34 on District Classified Salary Schedule (\$5,692.16 - \$6,840.60/month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

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Participation in the Public Employee's Retirement System that is also integrated with Social Security.

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment This is a full-time, 12-calendar month classified position.

Hours of employment are Monday thru Friday 8:00 AM to 4:30 PM.

Initial placement of employees on Classified Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Candidates must be able to provide proof of California residency prior to employment.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

****Please note - the District does not provide for immigration sponsorships such as H1B Visas.**

Application Procedure

Application materials must be submitted by the closing date. We are committed to providing an inclusive and accessible application process. If you require a reasonable accommodation to apply or interview due to a disability, please contact Human Resources at hr@cerritos.edu as early as possible. While advance notice (ideally at least 72 hours before the application deadline or scheduled interview) helps ensure we can meet your needs, we will make every effort to accommodate requests made at any time.

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It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Required Documents

1. Resume/Curriculum Vitae
2. Copy of Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree) OR High School Diploma if applicable

Optional Documents:

1. Cover Letter

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/5137338/ft-budget-technician>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

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Contact Information

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

Contact

Budget Department

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