

TEMPORARY Budget Technician
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=248292>

Downloaded On: Nov. 13, 2024 1:57am

Posted Nov. 6, 2024, set to expire Jul. 23, 2025

Job Title	TEMPORARY Budget Technician
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Nov. 6, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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TEMPORARY Budget Technician

Salary: \$31.40 - \$38.62 Hourly

Location: Clovis Community College, CA

Job Type: Temporary

Division: CCC Student Success, Equity, & Outreach

Job Number: 202400114-T

Closing:

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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

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for state and federal grants, following established procedures; reviews funding agency reporting 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

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Knowledge of:

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

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- Interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
- 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

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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.

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



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Only the most qualified applicants will be invited to interview for the assignment.

The current vacancy is at Clovis Community College.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4717360/temporary-budget-technician>

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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