

# **STOCKTON UNIFIED SCHOOL DISTRICT**

## **BUDGET ASSISTANT**

### **DEFINITION**

This position will assist the Budget Manager in performing a variety of responsible high level budgetary functions which may include, but not limited to, district budget analysis, multiyear projections, financial and statistical data for state reports, and revisions on school and program budgets. Essential to this position is regular contact with all district departments and school sites. Perform other related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction and supervision from the Director of Budget and/or Executive Director of Business Services. May exercise general supervision over technical and clerical assigned staff.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Analyze and compile district income and expenditure data and information.

Assist in the preparation of preliminary and final budgets annually; assist with the development of guidelines and procedures; assist in preparing revised budget estimates for revenue and expenditures.

Conduct financial analysis and provide financial data as required for district negotiations.

Prepare and present oral and written reports of work performed, including conclusions, findings and recommendations.

Interact closely with the Budget Manager, Executive Director of Business Services, program managers and other district personnel with regard to changes in the budget.

Assist in maintenance of the position control system.

May advise administrators of budget balances, resolve problems and discrepancies and make revisions as necessary in compliance with established policies and procedures.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Public administration principles and practices
- Basic accounting, budgeting and fiscal accountability methods, principles and practices, and their applications to a variety of budget transactions and problems
- Governmental budgeting methods and the operational relationships between the budgeting accounting and data processing functions
- Problem solving processes and techniques
- Office equipment and personal computer, including spreadsheets and database applications

#### **Ability to:**

- Assist in the development, implementation and maintenance of a highly complex reporting system for budgetary data
- Collect and analyze information as it relates to budget planning and unit cost accounting
- Compose clear, complete and concise correspondence and reports
- Establish and maintain effective work relationships with those contacted in the course of work
- Understand and implement complex oral and written direction
- Perform complex arithmetic calculations with accuracy and speed

**Experience and Education:**

Any combination of education, training and experience equivalent to: associate of arts degree in accounting, finance, or related field, and five (5) years of progressively responsible accounting or budgeting experience.

**License or Certificates:**

- Possession of a valid California driver's license

**Salary Placement**

Confidential Salary Schedule

Tier 4, Range L

12-month work year

Board Approval: 07/31/07

06/14/04

Confidential re-alignment effective 03/01/19