



COLLEGE
OF THE
REDWOODS

Position Title: Budget Technician (Confidential)

Closing Date: February 7, 2014

Hours: 40 hrs/wk, 12 mos/yr

Monthly Salary Range: \$3,006 - \$4,354

Summary

Performs budget development and on-going administration Coordinates and performs budget line item transfers. Performs a wide range of budget maintenance activities including collecting and providing accurate and timely information on expenditures influencing budget modifications, making account allocations, and gathering data for reports.

Distinguishing Characteristics

This is a para-professional or technical level position requiring specialized knowledge and education in municipal accounting practices, procedures, and techniques; and a working knowledge of the budget development and job control process. Advancement to this position requires a level of accounting knowledge equivalent to the attainment of an Associate's Degree and a demonstration of competency in assembling budget documents, performing budgetary research, monitoring expenditures, and preparation of special reports.

Essential Duties and Responsibilities

- Organizes, facilitates, and assists others with the budget development process for the College by facilitating certain aspects of its preparation, administration, and execution. Advises Administrators on preparation and interpretation of budget items.
- Prepares line item transfers. Receives cost center budget changes and personnel requisitions, screening for correct coding, existing budget, and conformity to other College guidelines. After review and approval, performs data entry and follow up with the subject cost center.
- Reviews some expense requisitions for budgeted funding, analyzes and resolves discrepancies with department heads.
- Maintains the fiscal management files for grants and other restricted programs. Screens all incoming notices of grant awards for changes in budget, accounting, and reporting requirements. Advises the appropriate manager of changes or unusual circumstances. Assists in the preparation of monthly, quarterly and/or annual billings and reports. Tracks all receivables for restricted funds and subsequent collections.
- Enters pre-encumbered funds onto an automated accounting system using a data entry screen. Inputs data, performing calculations and account item transfers.
- Assists in the calculation of the financial effect of alternative plans for changes in district programs and activities including collective bargaining proposals. Assists in the adjusting and closing of the district's financial records and preparation of annual reports.
- Provides technical expertise to senior staff for budget/financial areas. Provides financial and budget analysis as needed by senior staff.
- Reviews financial reports for errors or unusual transactions or balances in accordance with established audit guidelines. Refers all exceptions for evaluation. Prepares journal entries and budget adjustment data entry documents as directed to correct or adjust the College's records.
- Provide assistance with closing of the books and annual budget roll.
- Assists in preparing budget-related presentation materials and financial reports for the Board and Administration.
- May provide technical support to departments accessing computerized accounting systems and databases that contain financial and statistical information.
- May perform special financial data gathering for items such indirect costs, special funds and special programs.
- With help from the Accounting Manager, interpret and apply appropriate accounting rules and regulations according to the State Education Code, Community College Budget and Accounting Manual, and Governing Board Policy Manual.
- Prepares elements of Federal, State and local financial reports as assigned.
- Performs other duties as assigned that support the overall objective of the position.

Knowledge and skills

The position requires considerable procedural knowledge of the budget preparation, administration, and control processes. Requires technical-level knowledge of accounting practices and procedures sufficient to perform journal entries and audit exceptions. Working knowledge of Federal, State and local laws and regulations applying to college financial operations. Requires sufficient communication skills to explain detailed technical information and orient administrators and staff in budget processes and procedures. Requires skill at dealing with confidential information. Requires sufficient writing skills to prepare reports, often seen by the Board. Requires sufficient math skills to perform complex computations.

Abilities

Requires the ability to perform the essential responsibilities and work tasks of the position. Must be able to prepare detailed analyses of budget-related issues and write reports that adequately communicate status. Must be able to organize and prioritize work in order to meet rigid schedules and budget timelines. Requires the ability to communicate and work with a wide range of contacts including senior administrators, Board members, and support staff.

Education and Experience

Two years of college-level education in accounting or finance or equivalent, plus three years of relevant experience in municipal accounting, budgeting, or closely related field. Experience in a school business or accounting office is preferred. Additional experience may substitute for higher education. Bachelor's degree in accounting or related business field may substitute for the experience requirement.

Application Process

1. Apply on-line you will need the information listed below to complete the on-line process. Go to our application portal at: <https://employment.redwoods.edu/> The following materials will be required to be entered or attached as part of your application. The following file formats will be accepted for attachments-doc or pdf.
2. Letter of introduction expressing interest in the position and describing the candidate's qualifications for the position.

3. Professional résumé or curriculum vitae.
4. Transcripts of all college degrees and courses (unofficial is sufficient for application; official copies will be required of the successful candidate.)
5. A list of three professional references is required. Include the reference's name, title and current contact information.

Incomplete application packets will not be forwarded for consideration by the Selection Committee.

Selection Process

All applications will be reviewed by a representative screening committee. Selected candidates will be invited to appear for a personal interview at College of the Redwoods. Expenses incurred in connection with site interview will not be reimbursed.

Application Procedures

All documents included in your application file become the property of the College and will not be returned. Your file for this opening will not be considered for future openings. New documents must be submitted for each opening.

To be included in the first review, the applicant must complete the application process on-line by 5 p.m. on the closing date.

If, because of a disability, you need special services or facilities in order to apply or interview for this opening, please call Human Resources.

Applications and information are available at www.redwoods.edu or contact:

Office of Human Resources

College of the Redwoods

7351 Tompkins Hill Road

Eureka, CA 95501-9300

phone 707.476.4140

fax 707.476.4421