PALOMAR COMMUNITY COLLEGE DISTRICT

VTEA BUDGET TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform complex technical accounting duties involved in preparing, maintaining and monitoring the Vocational and Technical Education Act (VTEA) budget for the Career, Technical and Extended Education Department; analyze expenditure information and maintain complete financial and statistical records; prepare year-end financial information; and perform a variety of technical accounting duties relative to the Department.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Dean of Career, Technical and Extended Education.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Perform complex technical accounting duties involved in preparing, maintaining and monitoring the VTEA budget.
2. Perform budget research and analysis of budget expenditures.
3. Compile information for budget projections and for the preparation of assigned portions of the budgets.
4. Ensure expenditures in all accounts are accounted for legally and accurately in accordance with grant guidelines and District policies and regulations.
5. Set up funding for assigned accounts.
6. Monitor and maintain adequate account balances through posting encumbrances, expenditures and transfers.
7. Type all requisitions and budget transfers or expenditures.
8. Obtain required signatures.
9. Maintain and file copies of requisitions, budget transfers, expenditure forms, invoices, shipping receipts and other related forms.
10. Interpret budget codes, object codes and regulations concerning assigned budgets.
11. Audit accounts and make necessary adjustments and transfers.

12. Coordinate payments for work-study and various student grants on behalf of vocational technology students and oversee the production of award vouchers.

13. Assist in various payroll processing functions.

14. Receive and verify time sheets and monitor employment status.

15. Calculate amounts and rates to be paid.

16. Prepare forms for part-time instructors, counselors and additions to contract instructor hours.

17. Coordinate the collection of data from the department staff for the year-end accountability report to the Chancellor's Office, and compile and prepare the report.

18. Gather, maintain and analyze a variety of financial data required to compile other mandated reports.

19. Format reports for the vocational technology program.

20. Use and maintain a comprehensive data management program.


22. Make adjusting entries to all suspense or liability accounts.

23. Prepare required year-end financial reports.

24. Perform a variety of routine clerical duties in support of the vocational technology program as necessary.

25. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of bookkeeping and accounting.
- Principles of budget preparation, analysis and monitoring.
- Methods and techniques of financial research and analysis.
- Generally accepted accounting principles.
- Principles and practices of financial record keeping and reporting.
- Methods and techniques of processing payroll.
- Basic data management software applications.
- Modern office procedures, methods and equipment including computers.
- Pertinent federal, state and local codes, laws and regulations.
Ability to:

- Prepare, maintain and monitor the VTEA budget.
- Perform budget research and analysis of budget expenditures.
- Interpret and apply accounting principles, rules, regulations and procedures involved in the maintenance and control of records and preparation of financial statements.
- Make mathematical calculations quickly and accurately.
- Maintain a variety of financial records and files.
- Prepare accurate and complete financial statements and reports.
- Assist in various payroll processing functions.
- Work independently in the absence of supervision.
- Understand and follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain sensitivity to and understanding of the cultural, socioeconomic and ethnic diversity of a community college.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible technical accounting experience including experience in budget preparation and monitoring. Extensive knowledge of Microsoft Word and Excel, experience working with grant budgeting in an educational environment, experience with an integrated management software program such as PeopleSoft, and demonstrated success working with students are preferred.

Training:

Equivalent to completion of the twelfth grade supplemented by college level course work in accounting or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; extensive contact with faculty, staff and students; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard; near visual acuity for recognizing numerical figures.