

# **DELANO UNION SCHOOL DISTRICT**

## **BUDGET CONTROLLER (Confidential)**

### **Brief Description of Job**

Assists the Assistant Superintendent & Director of Business to plan and participate in complex assignments associated with the development and revision of the District's budget; perform related assignments including the preparation of revenue projections, cost analysis and financial reports.

### **Administrative Relationship**

Works under the supervision of the Assistant Superintendent, Superintendent, and or administrative designee.

### **Required Qualifications**

Must be knowledgeable in the practice of modern school district financial management, including accounting, auditing, and budgetary procedures, and fiscal controls. Must have knowledge of research and analysis techniques and principles of program budgeting. Must meet the following criteria:

1. Type fifty (50) words per minute from clean copy for five minutes with 95% accuracy
2. Pass District administered tests
3. Demonstrate high proficiency in computer input and word processing and other office equipment
4. Demonstrate initiative
5. Excellent public skills to represent the district

### **Experience**

Experience in financial / statistical record keeping accounting or bookkeeping and three (3) years of increasingly responsible experience in financial management responsibilities preferably in a school district setting.

### **Education**

Must have a minimum of high school graduation or equivalent. College level course work in financial / statistical record keeping accounting and or Junior College/Business School training is desirable.

### **ESSENTIAL FUNCTIONS OF THIS POSITION**

1. Maintain accurate financial and statistical records;
2. Learn District organization, operations, policies and objectives;

3. Maintain current knowledge of program rules, regulations, requirements and restrictions.
4. Compile, verify and maintain accurate financial and statistical data;
5. Compare numbers and detect errors efficiently;
6. Perform clerical accounting duties in the maintenance of assigned accounts;
7. Operate a computer terminal to enter data and prepare, maintain, and generate clear and concise financial reports;
8. Monitor, adjust and reconcile assigned budgets
9. Work independently with little direction and ability to complete work with many interruptions;
10. Understand and work within scope of authority;
11. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

- |               |   |               |                  |   |               |
|---------------|---|---------------|------------------|---|---------------|
| 1. Seldom     | = | Less than 25% | 3. Often         | = | 51 - 75 %     |
| 2. Occasional | = | 25 - 50%      | 4. Very Frequent | = | 76% and above |

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 2 b. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 c. Ability to hear and understand speech at normal levels.
- 4 d. Ability to communicate so other will be able to clearly understand a normal conversation.
- 3 e. Ability to bend and twist, stoop, kneel, run and crawl.
- 2 f. Ability to lift 20 lbs.
- 2 g. Ability to carry 20 lbs.
- 4 h. Ability to operate office equipment.
- 4 i. Ability to reach in all directions.

**OTHER RELATED FUNCTIONS OF THIS POSITION**

1. Other related duties as assigned.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.