



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Budget Technician (Budget Department)

Reports to: Director of Budget
Department: Finance
Compensation: Hourly Grade 12
Number of Days: 12 Months
Overtime Status: Non-Exempt
Date Job Revised: October 7, 2004

Position Summary: Use Excel and Microsoft Word to assist with Budget Office duties such as revision forms, carryover reports, District Financial Calendars, the School Budgeting and Financing Plan, School Site Proposed Budget Worksheets and any other worksheets or assignments as directed by the Budget Director or CFO.

Qualifications/Job Requirements:

Education:

- High School diploma with business school or college hours preferred.

Specialized Knowledge, Licenses, etc:

- Walker preferred

Experience:

- Five years

Specific Training/Skills:

- Microsoft Excel
- Microsoft Word

Customer Contacts (Internal and External): Principals, Directors and Secretaries

Duties and Responsibilities:

- Utilizes Excel and Microsoft Word in preparation of carry-over reports, proposed budget worksheets, Financial Workshop materials and other budget reports as directed.
- Prepares worksheets to analyze sub teachers, optional special assignment expenditures and other analytical needs.
- Updates the Financial Division's Master Financial Calendar and distributes to all sites.
- Enters and posts sub teacher and other revision forms.
- Assists in the preparation of the Preliminary and several Amendments of the School Budget and Financing Plan and monthly Financial Reports.
- Enters all RQ's for the office of the CFO and Budget Director.
- Performs secretarial duties as needed.
- Performs all overflow work from the office of the CFO and any other duties assigned by the CFO or Budget Director.