



Job Title: Budget Technician (Special Education Department)

Department: Special Education
Reports To: Director of Special Education
Grade: CA-12
Number of Days: 12 Months
Overtime Status: Non-exempt

Job Objectives: Use Excel and Microsoft Word to assist with Special Education duties such as budget transfers, processing requisitions, maintaining purchasing records, and tracking employee training as directed by the Director of Special Education.

Minimum Qualifications:

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

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Prepare appropriate reports, paperwork, travel arrangements and expense reports for all department personnel.
- Maintain spreadsheets for all projects.
- Obtain quotes from vendors.
- Enter requisitions on MUNIS.
- Obtain appropriate signatures for invoices to be paid.
- Maintain blanket purchase orders for services by outside agencies.
- Track training for special education personnel.
- Process payroll sheets.
- Assist other staff members as needed.
- Other duties as assigned by the Director of Special Education.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Microsoft Excel, Microsoft Word, MUNIS

Supervisory Responsibility: Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.