

## **Killeen Independent School District Job Description**

**Job Title:** Budget Technician  
**Department:** Budgetary Services  
**Reports To:** Budgetary Services Specialist  
**FLSA Status:** Non-exempt 226 days

### **SUMMARY**

To comply with federal, state, and company policies, procedures, and regulations. To perform general office duties such as filing, answering telephones, and handling routine correspondence.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Prepares district's annual impact aid survey form and impact aid survey instruction book.

Works with the KISD Print Shop, Technology Services, and Transportation to have impact aid survey forms copied, printed, and distributed.

Copies and binds or works with KISD Print Shop to copy and bind the annual impact aid survey instruction book.

Is the point of contact for impact aid questions/concerns district-wide.

Is the point of contact for temporary employees who review, alphabetize, and inner-sort impact aid survey forms.

Verifies the information submitted by the temporary employees working impact aid is accurate.

Gives final impact aid survey counts to the CFO's secretary so the impact aid application can be submitted.

Files all impact aid forms for audit review and once the audit is over takes the necessary steps to make sure forms are sent to the KISD Records Management section.

Trains all new employees on the budget and general financial aspects of the financial software used by the district.

Rotates the annual budget files so that no more than 3 years worth of files are in the office at any given time. Boxes up and sends the old files to KISD Records Management.

Handles all district growth funding requests.

Updates the enrollment/attendance spreadsheet daily.

Sets up some locally-funded campus grants that don't require salary verification.

Verifies budget codes on all supplemental pay timecards and informs departments of shortages.

Looks over campus and central org budgets throughout the year to ensure there are no negative balances. If there are, work with the campus or org to get that corrected.

Approves requisitions, check requests, and employee/advance reimbursements—verifying budget codes match what is being purchased.

Sets up new budget codes as needed.

Updates, copies, assembles, distributes the district's budget code flip chart annually or sooner if needed.

Updates all forms that are to appear on the Budget Department website and when necessary, gives forms to department webmaster to load onto site.

Answers department telephones.

Greets and assists department visitors.

Assigns general ledger codes to positions in the personnel file.

Assists in annual budget planning.

Performs other duties as may be assigned by the Budgetary Services Specialist.

#### **SUPERVISORY RESPONSIBILITIES** None

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must possess the ability to work well with others and provide quality customer service. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** Associates Degree and one year experience in a related field; or High School Diploma or GED and three years experience in a related field. KISD Typing and Data Entry Exams.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations. Ability to write business correspondence. Ability to effectively present information and respond to questions from employees or visitors to the school district.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Prepared By:** Auxiliary Personnel Specialist

**Prepared Date:** January 15, 2002

**Revised By:** Frank Crayton, Director for Auxiliary Personnel

**Revised Date:** February 6, 2013

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.