EMPLOYEE NAME: ______________________
Revised: 1/76; 2/86; 5/88; 9/90; 6/92; 5/93; 11/94; 1/98; 8/01; 6/03; 11/12; 6/18

JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE: Budget Technician</th>
<th>JOB CODE: 474C</th>
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<tbody>
<tr>
<td>DIVISION: Academic</td>
<td>SALARY SCHEDULE: Clerical/Technician Annual</td>
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<tr>
<td>DEPARTMENT: Teaching &amp; Learning Support and Specialized Services</td>
<td>WORK DAYS: 238</td>
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<td>REPORTS TO: Supervisor, Special Student Services</td>
<td>PAY GRADE: Rank VI (NC06)</td>
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<td>FLSA: Non-Exempt</td>
<td>PAY FREQUENCY: Monthly</td>
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<td>PRIMARY FUNCTION: Performs responsible financial work and routine clerical duties; interacts with schools, departments, employees, and the general public.</td>
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REQUIREMENTS:

1. Educational Level: High School Diploma or GED
2. Certification/License Required: None
3. Experience: 2 years financial experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; organization and human relation skills; strong grammar, calculator, typing and word processing skills; able to work independently with minimum supervision; working knowledge of personal computer and related software.

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Performs fiscal monitoring of purchase orders; monitors budget balances/charge codes/approval signatures.
3. Performs fiscal monitoring of check requests, audits all documentation, audits approval signatures.
4. Processes budget adjustments; logs budget adjustments, verifies accuracy of data, routes requests for approval, and prepares request for submission to data entry.
5. Processes all grant budget adjustments and prepares grant reconciliations.
6. Assists in answering budget questions from central office and/or school employees.
7. Performs budget clerical functions; assists in preparation of material for budget meetings, presentations, and various budget reports, documents and manuals.
8. Assists in the preparation and implementation of fiscal year budget.
9. Performs other duties as assigned by appropriate administrator.

Signature of Employee ______________________ Date ______________________

Signature of Supervisor _____________________ Date _____________________