

Job Title: CLERK, BUDGET
Reports to: Budget Coordinator
Dept. /School: Central Administration
Wage/Hour Status: Non-Exempt
Date: July 23, 2018

Primary Purpose

Under the supervision of the Budget Coordinator, the Budget Clerk is responsible for providing assistance in the collection, analysis, and interpretation of budget information. Provides assistance to departments and schools in developing and achieving their budget plan. Independent judgment is exercised when routine matters or clearly defined policies are involved.

QUALIFICATIONS

Education/Certification

College Accounting requires, 8-12 hours preferred

Special Knowledge/Skills

Knowledge of intermediate accounting procedures, 8-12 hours of College Accounting
Proficient use of computer and develop excel spreadsheets
Proficient typing/word processing (minimum 45 WPM) and file maintenance skills.
Proficient use of calculator
Demonstrate good communication skills (writing, spelling, listening, and speaking).
Demonstrate good organizational skills.
Able to perform work as a member of a team.
Able to organize, prioritize and perform tasks with limited supervision.
Able to follow through to completion all assigned tasks.
Able to work at an assigned work station.

Experience

At least two years' experience in accounting
Advanced Experience and skills in computer operations
Advanced Experience in developing spreadsheets
Advanced Experience in operating calculator/word processing, etc.

MAJOR RESPONSIBILITIES AND DUTIES

1. Review budget changes/amendments submitted to analyze for completeness, accuracy, and conformance with procedures and regulations. Consult with budget managers to ensure that budget adjustments are made in accordance with CIP or department objectives.
2. Assist in the compilation and preparation of annual budget process to include, but not limited to preparation of Budget Package, onsite budget preparation, and reviewing Budget Packages to ensure completeness.
3. Prepare and analyze monthly board reports to be reviewed by Budget Coordinator and maintain detail function changes spreadsheet.
4. Assume responsibility for assigning reference numbers for all bank account deposits. Input cash receipts and journal vouchers.
5. Assume responsibility for matching bank deposit slip with the bank deposit data sheet and resolving any discrepancies prior to submitting for data entry. Assume responsibility for entering and/or updating the amount deposited onto the deposit reference number log.

CLERK, BUDGET

- 6. Process ACH File for payroll and print check stubs. Process and print weekly vendor checks for Accounts Payable. (Serve as backup for Clerk Budget Assistant)
- 7. Invoice appropriate departments and campuses for utilities, postage, transportation, and fuel.
- 8. Continuous development in Skyward and familiarization with Financial Accountability System Resource Guide (FASRG).
- 9. Develop specific goals and plans to prioritize, organize, and accomplish duties.

Other

- 10. Maintain confidentiality of information.
- 11. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- 12. Perform all other task and duties as assigned.

EQUIPMENT USED

Personal computer, printer, calculator, fax machine, copier, and check imprinter/folder

WORKING CONDITIONS

Mental Demands/ Physical Demands/Environmental Factors

Maintain emotional control under stress.
Occasional prolonged and irregular hours.

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

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____