

**Job Title:** Budget Technician & Travel Auditor  
**Department:** Business Department  
**Reports To:** Budget Director  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 09



## SUMMARY

The Budget Technician & Travel Auditor performs a variety of accounting tasks required to compute, classify, record, and verify numerical data in developing and maintaining district budgets, and ensuring compliance with district accounting procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Helps develop and implement Board policies, procedures, and guidelines as they relate to budgeting and the business department operations.

Assists with the staffing process, including maintaining staffing database and processing staffing changes.

Assists with the development of district level budgets, and monitors budgets to ensure compliance with program requirements and financial constraints.

Works with school principals to develop TSSA & State Trust Lands budgets and ensure timely submission to the Washington County School Board and the Utah State Board of Education (USBE).

Monitors TSSA & State Trust Lands budgets to ensure that expenditures are within the parameters of the plan as submitted and approved, and ensure that reports are submitted to the USBE in a timely manner.

Answers general travel questions for district staff regarding travel policies, pricing, geography, routing, and other travel-related questions.

Provides training to district personnel on travel policies and procedures.

Ensures travel is approved by the appropriate administrator prior to arrangements being made.

Researches and compares prices of travel options. Obtains bids for lowest cost options. Contracts with agencies for needed services.

Maintains a list of approved hotels within the state of Utah.

Aides with the investigation and resolution of billing disputes. Aides in preparing correspondence to airlines and hotels regarding travel problems, refunds, and other situations.

Reconciles district credit card for travel expenses, for the purposes of ensuring correct billing to district budget accounts.

Collects information for sales tax reimbursement

Assists with other special projects, as necessary.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to work independently and meet deadlines.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **EDUCATION and/or EXPERIENCE**

Associate's Degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Must have strong computer skills, including experience using Microsoft Excel and 10-key. Preference will be given to candidates with experience using bookkeeping/financial software.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates or licenses.

**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 regularly required to sit; walk; use hands

to handle, or feel; and talk or hear. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: <b>Budget Director</b>			Date: <b>01/12/2018</b>
Approved By: <b>Assistant Director, Human Resources</b>			Date: <b>01/16/2018</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Business Administrator</b>	Date: <b>01/08/2021</b>
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
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**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	