



El Camino College

Budget Specialist



ABOUT THE ROLE

Under the direction of an assigned supervisor, the Budget Specialist performs a variety of accounting and budgetary duties for a division or department. Reviews and monitors budgets including grant-funded projects. Reconciles expenditures and generates financial reports.

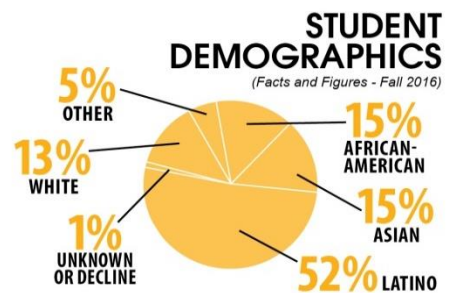
ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide innovative and excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities.



With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

BUDGET SPECIALIST

Division: Industry & Technology

Posting Closing Date: 3/27/2023

Req: C2223-157

Position Type: Classified

REPRESENTATIVE DUTIES

Review, monitor, and track budget expenditures including grant-funded projects. Verify accounting records and transactions for accuracy, timeliness, and adequacy of supporting documentation. Ensure compliance with District fiscal policies and/or external agency rules and regulations.

Reconcile and balance accounts to align with the District's financial system. Identify, research, and resolve problems and adjust budgets accordingly in consultation with supervisor. Interact with internal and/or external contacts, as required, to correct budget deficiencies and/or discrepancies. Ensure supporting documentation exists for auditing purposes and for future funding requirements.

Assist in developing budget projections and forecasts based on program needs, expenditure trends, and various funding sources. Organize data and prepare reports and other financial statements for management review, budget decision-making, submission to external agencies, and/or in compliance with District fiscal processes. Ensure reliability and integrity of data.

Prepare, process, and/or review a variety of documents (i.e., invoices, requisitions, purchase orders, timesheets, and other business forms.) Track equipment and other supply purchases and estimate deliveries. Interface with purchasing, accounts payable, accounts receivable, and external vendors to verify expenditures, accounts, and resolve budget discrepancies.

Serve as an internal resource to faculty, administrators, staff, or students on departmental and District administrative procedures. Research and compile information as needed. Maintain currency on revisions to department and/or District policies and procedures. Attend trainings as needed. Implement changes or enhancements to administrative procedures to improve productivity, efficiency, and service.

Monitor grant-funded account budgets and/or unrestricted funds. Organize data and provide various calculations. Analyze actual versus budget performance to determine variances. Consult with supervisor to make corrections. Ensure information is reconciled on a regular basis. Attend budget review meetings and report on fund balances as requested.

Coordinate with supervisor, staff, and/or faculty to ensure budgets are allocated appropriately for supplies and repairs to support approved programs and projects. Ensure grants and other budget-related deadlines are met and projects are completed within budget.

Coordinate and assist with a variety of projects.

Assist and cooperate with assignments from other divisions as necessary.

Assist with various office clerical and secretarial functions.

Perform other related duties as assigned.

JOB QUALIFICATIONS

Education and Experience:

Two (2) years college-level training in accounting or related field; and

Three (3) years of increasingly responsible fiscal, statistical, clerical accounting, or budget maintenance experience.

OTHER DESIRED QUALIFICATIONS

Knowledge/Areas of Expertise:

Knowledge of research methods and techniques.

Knowledge of laws, rules, and regulations involved in assigned activities.

Knowledge of statistical record keeping, report writing, structure and formats.

Experienced in advanced report writing methods and techniques.

Experienced in organizing, evaluating, and compiling data for governmental agencies.

Abilities/Skills:

Skilled at developing and revising policies, administrative procedures, forms, and manuals.

Ability to conduct research, reporting, and statistical functions at a paraprofessional level.

Ability to audit, compile, and maintain documentation for District fiscal/program related matters. Ability to maintain a variety of fiscal related records.

Ability to establish and maintain cooperative and effective working relationships with others.

Ability to communicate effectively both orally and in writing to gather information.

Ability to plan and organize work.

Ability to meet schedules and time lines.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to understand and work within scope of authority.

Ability to calculate and organize numerical data.

WORKING CONDITIONS

Requires extensive computer work.

Requires dexterity of hands and fingers to operate a keyboard.

Requires high volume telephone usage.

Must be able to exchange information in person and on the telephone.

Must be able to sit for extended periods of time.

CLOSING DATE: Monday, March 27, 2023

*Salary increases are granted on the first day of the month following each year of service, until step F is reached.

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS)

SALARY: (Step A) \$4,850 per month

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive work days. Schedule may vary to include hours outside of the normal work schedule and weekends depending on operational need.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted,

submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](http://www.maxient.com)

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College

HR Service Partner

David Perez

310-660-3593, Ext. 7967

dperez@elcamino.edu

16007 Crenshaw Boulevard

Torrance, CA 90506

JEANNE CLERY ACT COMPLIANT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports and all required statistical data, which can be found on the Police Department webpage at www.elcamino.edu/about/depts/police/cleryact/index.aspx. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.