



Central Lyon County Fire Protection District

Job Description for:

Budget Technician

Definition:

The Budget Technician performs technical accounting and fiscal support work associated with accounts payable, payroll processing, cash receipts, budget monitoring, financial recordkeeping, reconciliations, and administrative business-office operations. The position reviews and processes financial transactions; verifies account coding, approvals, and supporting documentation; maintains accurate subsidiary records; prepares recurring reports and schedules; and assists with internal-control, audit, and budget-support activities.

Reporting to the Business Manager/HR Director, the Budget Technician works with increasing independence within established policies, procedures, internal controls, and approval requirements. The position regularly handles sensitive financial, payroll, personnel, vendor, and operational information and must maintain accuracy, confidentiality, professionalism, and sound judgment. The Budget Technician is distinguished from analytical or professional accounting classifications by its primary emphasis on transaction processing, technical fiscal support, record maintenance, and established accounting procedures rather than independent development of complex financial analyses or accounting policy.

Examples of Duties, Core Responsibilities, and Deliverables:

I. Accounts Payable and Purchasing Support

Key Duties

- Receive, review, and process vendor invoices, purchase orders, requisitions, credit memoranda, and payment requests for completeness, authorization, mathematical accuracy, and compliance with District policies and procedures.
- Verify vendor information, payment terms, account and fund coding, cost-center or program classifications, and supporting documentation before entry into the accounting system.
- Enter accounts-payable transactions, assemble payment batches, support check or electronic-payment runs, and distribute remittance information in accordance with established controls.
- Research duplicate, disputed, past-due, or otherwise incomplete invoices and coordinate corrections with vendors and District staff.
- Maintain vendor records, payment documentation, purchase records, and accounts-payable files in accordance with records-retention and confidentiality requirements.
- Assist with year-end cut-off procedures, outstanding obligations, and accounts-payable schedules.

Primary Deliverables

- Accurate and timely vendor-payment batches supported by complete documentation.
- Current vendor records and organized accounts-payable files.
- Documented resolution of invoice, coding, and payment discrepancies.

II. Payroll Processing and Employee Record Support

Key Duties

- Collect, review, and enter approved timekeeping, leave, overtime, premium-pay, acting-pay, stipend, deduction, benefit, and other payroll information.
- Validate hours worked, pay rates, payroll codes, labor distributions, deductions, and approvals against source records and applicable District procedures.

- Assist with payroll calculations, payroll registers, exception reports, direct-deposit files, and the distribution of payroll-related documents.
- Maintain employee payroll data and supporting records; process authorized changes to withholding, deductions, direct deposit, and other payroll elections.
- Research payroll discrepancies and coordinate corrections or adjustments with employees, supervisors, Human Resources, and the Business Manager/HR Director.
- Protect confidential payroll and personnel information and disclose it only for authorized business purposes.

Primary Deliverables

- Complete and accurately coded payroll input submitted within established deadlines.
- Payroll verification records and documented resolution of identified exceptions.
- Current, secure, and well-organized payroll support files.

III. Cash Receipts, Revenue, and Accounts Receivable Support

Key Duties

- Receive, record, safeguard, and prepare deposits for cash, checks, electronic receipts, fees, reimbursements, and other District revenues.
- Issue receipts, maintain receipt logs, and reconcile collections and deposits to source documentation and accounting-system entries.
- Assist with accounts-receivable records, customer or agency billings, reimbursement requests, and follow-up on outstanding balances as assigned.
- Apply receipts to the appropriate fund, revenue account, program, or receivable and identify unidentified or improperly classified transactions.
- Maintain separation of duties, deposit documentation, and secure handling practices consistent with established internal controls.

Primary Deliverables

- Accurate receipt records, deposit documents, and revenue coding.
- Timely reconciliation of collections to deposits and accounting records.
- Current accounts-receivable and revenue-support documentation.

IV. Budget, General Ledger, and Financial Reporting Support

Key Duties

- Assist with entry, compilation, and maintenance of annual and mid-year budget information, account schedules, and supporting workpapers.
- Monitor assigned budget accounts and compare recorded expenditures and revenues to adopted budgets, available balances, and departmental records.
- Prepare routine budget-to-actual reports, expenditure summaries, payroll reports, vendor reports, and other recurring or ad hoc financial schedules.
- Review transaction coding and classifications for consistency and notify appropriate staff of significant variances, unusual activity, or apparent errors.
- Assist with authorized budget transfers, amendments, augmentations, journal-entry support, and year-end schedules by compiling complete source documentation.
- Validate report information against source records and reconcile discrepancies before reports are distributed.

Primary Deliverables

- Accurate budget-monitoring schedules and routine financial reports.
- Complete support documentation for authorized budget and general-ledger entries.
- Timely identification and referral of coding errors, variances, or unsupported transactions.

V. Reconciliations, Audit Support, and Internal Controls

Key Duties

- Perform or assist with reconciliations of bank activity, cash receipts, accounts payable, payroll, vendor statements, purchasing-card activity, receivables, and assigned general-ledger accounts.

- Compare subsidiary records and transaction detail to general-ledger balances and research differences through supporting documentation.
- Compile invoices, payroll records, receipts, reconciliations, confirmations, schedules, and other supporting documents requested for audit or management review.
- Follow established approval, custody, access, documentation, and segregation-of-duties controls and promptly report control exceptions or recurring errors.
- Maintain audit-ready files and document corrections, approvals, and resolution of assigned reconciling items.

Primary Deliverables

- Complete and timely reconciliations with outstanding items clearly documented.
- Organized audit-support schedules and transaction documentation.
- Documented correction or escalation of control and recordkeeping exceptions.

VI. Financial Data, Systems, and Records Management

Key Duties

- Enter, maintain, and validate financial, payroll, vendor, employee, and operational data in authorized District systems, spreadsheets, and tracking files.
- Use standardized account coding, naming, version-control, and file-retention practices to support reliable financial records.
- Identify missing, duplicate, inconsistent, or unsupported data and coordinate correction with the responsible employee or supervisor.
- Create and maintain routine spreadsheets, templates, checklists, and control totals that improve accuracy and reduce duplicate or manual entry.
- Operate accounting, payroll, banking, document-management, and Microsoft applications necessary to perform assigned work.
- Maintain security of credentials, financial records, personally identifiable information, and other confidential data.

Primary Deliverables

- Accurate and consistently classified financial and payroll data.
- Controlled, retrievable, and audit-ready electronic and paper records.
- Reliable recurring templates, checklists, and transaction-control reports.

VII. Administrative and Customer Service Support

Key Duties

- Provide responsive and professional assistance to employees, vendors, departments, partner agencies, and members of the public regarding routine financial procedures, documentation requirements, and transaction status.
- Explain established forms and procedures, route complex or policy-related questions to the appropriate authority, and maintain appropriate confidentiality.
- Perform general office duties such as document preparation, scanning, filing, records retrieval, telephone and counter assistance, mail handling, and meeting or report support.
- Provide backup support for critical business-office functions within the employee's training and authorization.
- Perform related duties and responsibilities as assigned and conduct all work in a safe, accurate, and service-oriented manner.

Primary Deliverables

- Timely, accurate, and courteous service to internal and external customers.
- Complete administrative records and dependable backup coverage for assigned functions.

Knowledge, Skills and Abilities:

- Principles and practices of bookkeeping and technical accounting, including accounts payable, accounts receivable, payroll, cash receipts, general-ledger coding, and account reconciliation.
- Basic governmental fund accounting concepts, budgetary accounting, generally accepted accounting principles applicable to assigned work, and the purpose of internal controls and audit trails.

- Payroll terminology and practices, including timekeeping, regular and overtime compensation, deductions, benefits, payroll taxes, labor distribution, and confidential payroll records.
- Invoice processing, purchasing documentation, vendor maintenance, payment controls, cash handling, deposits, and revenue-recording procedures.
- Financial recordkeeping, source-document verification, control totals, subsidiary ledgers, account classifications, fiscal-year cut-off, and records retention.
- Applicable District policies, administrative procedures, and federal and State requirements related to assigned fiscal and payroll responsibilities.
- Microsoft 365 applications, particularly Excel, Word, Outlook, and electronic document-management tools; working knowledge of accounting and payroll information systems.
- Ability to perform accurate mathematical calculations; review, code, enter, balance, and reconcile financial transactions; and recognize irregularities or incomplete documentation.
- Ability to organize work, manage recurring deadlines, maintain detailed records, follow written procedures, and exercise independent judgment within established authority.
- Ability to prepare clear financial schedules, reports, correspondence, and explanations and to communicate effectively with employees, vendors, leadership, and the public.
- Ability to protect confidential information, maintain professional boundaries, follow through on assignments, and establish cooperative working relationships.

Qualifications for Employment: Experience and Training

Minimum Qualifications

- High school diploma or equivalent.
- Two years of progressively responsible clerical accounting, bookkeeping, payroll, accounts-payable, cash-receipting, or financial-recordkeeping experience.
- Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.
- Valid driver's license maintained throughout employment when required to perform assigned duties.

Desirable Qualifications

- Associate degree or college coursework in accounting, finance, business administration, public administration, or a closely related field.
- Experience in governmental, special-district, or other public-sector accounting and payroll operations.
- Experience using MIP Fund Accounting (Abila/Community Brands) or a comparable governmental accounting system and an integrated payroll system.
- Intermediate or advanced Microsoft Excel skills, including formulas, lookups, sorting, filtering, reconciliation tools, and preparation of controlled financial schedules.
- Experience supporting annual audits, financial reconciliations, budget development, purchasing, accounts receivable, or records management.
- Nevada Notary Public commission.

Physical and Mental/Intellectual Requirements

The requirements described here are representative of those an employee must meet to successfully perform the essential functions of the job. The position requires the ability to use a keyboard and video display terminal for prolonged periods; review detailed financial information; perform accurate calculations; maintain concentration while managing deadlines and interruptions; communicate and exchange information effectively; and handle files, reports, and individual sheets of paper. The employee may sit or stand for extended periods and occasionally bend, stoop, reach, squat, or lift materials weighing up to 25 pounds. Regular and consistent punctuality and attendance are required.

In compliance with applicable disability laws, reasonable accommodations may be provided to qualified individuals with disabilities who require and request them. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions

Work is primarily performed indoors in an office environment, with most duties completed at a desk and frequent interruptions to planned work. The position may occasionally require travel by vehicle to pick up or deliver

materials or conduct District business. Work regularly involves sensitive financial, payroll, personnel, and vendor information and requires sustained attention to accuracy and confidentiality.

Special Conditions

If offered employment, the applicant will be required to submit to a background investigation and drug screening. Failure to successfully complete required pre-employment screening will result in the offer being withdrawn. The employee may be required to work occasional overtime outside normal business hours and to work outside the office when assigned.

FLSA Status:

FLSA Non-Exempt. Hourly Employee. Non-Represented. At-will employment with defined due process under the District Personnel Manual.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have read the above job description and have received a copy for my records.

I, _____, have received a copy of my job description for Budget Technician.

Signature

Date