



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
BUDGET TECHNICIAN ***	31	E	7.631

Under immediate supervision, Budget Technicians review accounting documents and compare them to selected budget accounts to determine if they are in compliance with authorized budget and to verify their accuracy. Incumbents review contract documents for compliance with the State Administrative Manual; assist agencies in filling out documents; maintain and establish files; and assist Budget Analysts in collecting information and data to project revenue and expenditure.

Review accounting documents to ensure that they are filled in correctly, that calculations are accurate, that expenditures or revenue are charged to the correct account and general ledger number, and that supporting documentation is complete.

Review specific accounts in specified budgets for compliance with internal control procedures to ensure that budget is not over-expended.

Approve budget documents (journal vouchers, purchase requisitions, travel claims) after review.

Collect information and data in order to assist Budget Analyst in trend analysis.

Develop budget account projections based on historical data.

Review contract documents for compliance with State Administrative Manual.

Assist agencies/divisions in completing budget or accounting forms; answers procedural questions.

Establish and maintains files.

Perform related duties as assigned.

EDUCATION WORK EXPERIENCE: Graduation from an accredited four year college or university in Accounting, Business Finance or closely related field; **OR** graduation from an accredited two year community college in Business or Accounting and two years of responsible bookkeeping or related experience; **OR** three years experience as an Accounting Specialist in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (required at time of application):
Knowledge to: establish filing system and maintain it, balance revenue and expenditures. **Skill in:** written English to compose routine business correspondence and reports, mathematical application, including the functions of addition, subtraction, division, multiplication, percentages.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Knowledge of: computer spreadsheet programs to allow revisions to programs such as moving columns, changing numbers, basic commands, word processing computer program to allow letter and report composition.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED: 07/01/93P
09/24/92PC
REVISED 02/18/11PC