



Position Title: Part-Time Budget Assistant

Job Code: 8349

Reports To: Director

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Budget Assistant assists the program by monitoring multiple budgets for the local program and ensures grant compliance for allowable expenses

Duties & Responsibilities:

- Monitors multiple budgets including state, local and grant funding
- Processes all routine budgetary functions including: keeping internal records if projected expenditures, maintaining accurate documentation for accounts payable and overall grant compliance
- Assists the program manager in satisfying grant specifications, audits, corrective action plans, grant applications and proposals, and tracking departmental purchases and inventory
- Prepares Odyssey work requests and budget management of the entire program including processing travel reimbursements and general accounts payable
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate's degree and two (2) years of accounting experience
- Ability to work independently with limited supervision
- Proficiency with Quicken QuickBooks
- Possesses good interpersonal skills
- Possesses organizational and clerical skills, including computer application skills in Word, Access, Excel and Odyssey
- Ability to keep complex records, meets deadlines, assembles and organizes data

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name