



# Irvine Unified School District

## SPECIALIST: CATEGORICAL PROGRAMS

### Primary Function

Under the direct supervision of the Assistant Director of Fiscal Services, provides support for district budget development for special projects, grants, and entitlements. Coordinates administration and reporting of categorical programs; validates and documents compliance of grants and entitlements; prepares budget, revenue and expenditure analysis, and assists with the development of grant and entitlement proposals. Performs professional accounting, budgeting and financial functions on all matters relating to categorical programs. This position requires a high level of accounting and budgeting knowledge as well as strong communication, organizational, analytical, and problem solving skills.

### General Duties and Responsibilities

- Assist in preparation of the Consolidated Application for Categorical Funding; research and collect data, and confer with principals and administrators about program design. Also, update application in response to state directives.
- Assist with development and management of categorical programs (grant & entitlements) with appropriate personnel to set up budget categories; create and maintain spreadsheets to monitor budget expenditures; and review and verify available funds.
- Prepare budget adjustments to make sure budgets are in agreement with award documents.
- Coordinate with principals and administrators about the status of site categoricals.
- Review, update and maintain position control for personnel funded by categorical programs.
- Monitor time accounting for multi-funded positions by collecting required documentation that verifies services specified in designated programs.
- Assist in management of district categorical programs by setting up budget categories according to award specifications and communicating budget status in a timely manner to appropriate personnel.
- Maintain documentation to support program reimbursements.
- Manage all aspects of the categorical process during the fiscal year and the fiscal year-end closing process.
- Prepare and maintain various accounting related spreadsheets.
- Balance assigned accounts and prepare monthly account reconciliations.
- Posts/enters data, verifies input/output, researches discrepancies and corrects as necessary.
- Attend appropriate meetings, seminars, and conferences applicable to job requirements.
- Perform duties as Bi-Tech liaison/coordinator.
- Perform other duties and assume other responsibilities as may be assigned.

### QUALIFICATION GUIDE

#### Knowledge of:

- General accounting principles, practices, procedures and methods.
- Basic accounting terms and procedures.
- Computer application programs for accounting, databases and word processing, such as Excel, Word, Access, IFAS (Bi-Tech).
- Applicable state/federal laws, District policies and regulations governing school districts.
- Basic methods, procedures and practices of financial and statistical record keeping.
- Basic research data collection procedures and composition techniques.

#### Ability to:

- Communicate and work effectively with others.
- Perform complex accounting tasks that involve the exercise of independent judgement.
- Understand and interpret a wide variety of policies, laws, rules and regulations.
- Work with a high level of independence and with little direct supervision.
- Organize and prioritize work and adhere to established deadlines.
- Understand, speak, read and write English at a level sufficient to perform required duties.
- Generate comprehensive written reports involving complex data in a proficient manner.

**Experience/Education**

Experience and/or education in fiscal and financial budget management which includes responsibility for working with others to facilitate development of program applications and grants, managing and monitoring categorical programs, using computer applications, or other related experiences.

**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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands and fingers, handle, or feel objects, tools or controls; reach with hands and arms; stoop, kneel, crouch or crawl; talk and hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

**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.

The noise level in the work environment is usually moderate.

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[Return to top](#)

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