

Lodi Unified

Categorical Programs Assistant II



CLASS TITLE: CATEGORICAL PROGRAMS ASSISTANT II

BASIC FUNCTION:

Provide accurate, up-to-date budget information to site for supply expenditures and personnel costs; provide technical assistance to site administrators and project facilitators; maintain financial and statistical records for categorical programs; train and provide work direction to assigned staff.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Categorical Programs Assistant II classification are assigned more responsible duties related to categorical program budgets and financial records and serve as lead person in the office. The Categorical Programs Assistant I classification performs a variety of office support related to categorical programs and serve in a clerical role.

REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Review and monitor budget expenditures for site categorical programs; maintain complete financial records, including budget ledgers, personnel and payroll records for District categorical programs. **E**

Review purchase requisitions, time cards, contracts and other documents for compliance with program regulations and District guidelines. **E**

Answer inquiries and provide information to site personnel on allowable program expenditures, interpreting and applying appropriate regulations. **E**

Compile and prepare a variety of statistical information including required State reports and summary reports on staffing costs; provide cost data for new acquisitions of personnel, materials and services. **E**

Assist in the preparation of annual categorical budgets for school sites and centralized services; submit to the budget office for review and entry. **E**

Prepare preliminary estimates of site personnel costs and materials and services. **E**

Maintain records of funds expended and reconcile with District printouts and site spreadsheets. *E*

Communicate with Purchasing Department; contact vendors to clarify prices, delivery dates and services offered. *E*

Oversee District inventories of categorical equipment, specific inventories required by categorical program regulations, shipping schedules for major deliveries and collection and reconciliation of multiple invoices from suppliers. *E*

Prepare and type memorandums and other documents.

Train and provide work direction to assigned staff.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices and terminology used in bookkeeping and financial record-keeping.

State and federal codes and regulations pertaining to expenditures of categorical funds.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Accounting procedures regarding requisitions and other related procedures.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Type and operate a computer terminal.

Understand and follow oral and written instructions.

Interpret and apply a variety of complex policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Post data and make arithmetic calculations rapidly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent supplemented by college-level course work in bookkeeping and accounting and increasingly responsible experience in financial record-keeping work.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer and other office machines.

Reaching overhead above the shoulders and horizontally to maintain and retrieve files.

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