

Oak Grove School District

JOB TITLE: Fiscal Program Support Specialist

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform responsible and technical account functions in support of a specialized program(s) and/or fiscal services. To support in the preparation, maintenance, and verification of all payroll records and supporting documents. Employees in this classification receive general supervision from a supervisory level or his/her designate and within a framework of standard policies and procedures. This job class performs support services within an assigned department, program(s), and or District business office. This job class acts as a resource person regarding assigned area(s) and requires accuracy, attention to detail as well as independent judgment and problem-solving skills to be fully exercised in relation to specific area(s) of responsibility.

TYPICAL DUTIES

Assists in the organization, preparation and maintenance of payroll record information for certificated and classified personnel, including full-time, part-time and overtime

Maintains financial records and processes documents involved in financial/special reporting transactions

Assists in making financial and statistical reports of records and accounts maintained

Acts as resource person regarding specialized program area(s) to District personnel, County Office, and the general public; explaining procedures and processes of such programs as health and benefit plans, payroll, employee deductions, insurance benefits, and premium costs

Assists in processing all attendance and leave information for all employees under an individualized reporting system

Orders and/or issues emergency or replacement warrants manually and adjusts records accordingly

Verifies accuracy of computer runs for payroll and deductions

Calculates pay adjustments for various personnel actions and makes necessary changes on existing records

Distributes payroll warrants and W-2 forms

## Fiscal Program Support Specialist (con't)

### TYPICAL DUTIES (con't)

Serves as backup to Insurance Technician and explains benefit plans and assists employees in completing proper forms

Assists Insurance Technician during open enrollment period to explain benefit plans, complete forms, audit bills, maintain applications in organized form for proper processing

Assists business staff in establishing and maintaining filing system for employee benefit insurance records

Researches problem areas, questions, or areas of concern; payroll, employee deductions, insurance and benefits, and salary compensation data

Assists in closing accounts at year's end

Performs a variety of clerical activities including filing, typing, and processing to complete assigned duties

Performs other related duties as required

### MINIMUM QUALIFICATIONS

Knowledge of modern office methods and procedures

Knowledge of general accounting and bookkeeping principles and procedures as it relates to assigned area(s) of responsibility

Knowledge of the proper methods and practices in regard to public school payroll systems and of financial record keeping

Skill to learn the appropriate rules, regulations, and technical procedures used in assigned area(s) of specialization

Skill to perform arithmetical calculations accurately and rapidly

Skill to operate standard office machines and equipment including a computer terminal, calculator, typewriter, and copy machine

Skill to operate a wordprocessing unit with speed and accuracy

Fiscal Program Support Specialist (con't)

MINIMUM QUALIFICATIONS (con't)

Skill to establish and maintain effective work relationships with those contacted in the performance of required duties

Skill to apply general rules and regulations to specific cases

Skill to communicate effectively in both oral and written form

Skill to understand and carry out both oral and written directions without continuous supervision

Skill to assemble and organize data and prepare worksheets and reports as requested