

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **Commercial Warrants Technician, Grade 052**

DEFINITION:

Under administrative direction, the Commercial Warrants Technician performs a variety of complex technical fiscal services, including ensuring disbursement of funds within legal requirements, preparing spreadsheets and related reports, and processing of warrants, deposits and monthly apportionments.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Reviews, analyzes, posts, and reconciles warrants, ACH registers, and transactions for school districts to ensure adherence to local and state regulations and CA Ed Code.

Audits, verifies, and ensures the accuracy of financial data to document expenditures and provide necessary reports.

Creates, analyzes, and modifies financial data files for submission to the County Treasury.

Prepares, maintains, and/or revises customized reports and/or spreadsheets relating to vendor payments and accounts.

Answers questions, obtains and provides information to SDCOE personnel, school districts, community college districts, other governmental agencies, vendors, and the public.

Collaborates with assigned IT staff to troubleshoot and resolve issues with ERP systems or file transfer protocols.

Ensures fiscal records and accounts are maintained in compliance with applicable regulations, policies, and laws.

Communicates daily with the County Treasury regarding possible fraudulent warrants for school districts in San Diego County.

Guides school districts in completing affidavit process for lost or stolen checks.

Creates Ex-Signer layouts for offline districts not utilizing the PeopleSoft system.

Attends and participates in various meetings and conferences.

Assists in providing work direction, on the job training, and guidance to other support staff.

Performs general office/clerical support duties as needed, such as responding to telephone inquiries, filing, and preparing information summaries.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

N/A

EDUCATION AND EXPERIENCE:

A combination of education and experience equivalent to one year of college level course work in accounting, finance or related field and three (3) years accounting or financial record-keeping experience. Experience in reviewing, auditing and reconciling vendor bills/invoices submitted by school districts for payment is strongly preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accepted accounting and financial record keeping and reporting methods and principles, including general ledger;

California School Accounting Manual standards for accounting of disbursements and understanding of account codes;

Types of comprehensive government accounting reports;

Applicable sections of State Education Code and other applicable laws;

Use and application of automated accounting systems.

ABILITY TO:

Perform a variety of technical activities involved in auditing school district account records and reports;

Prepare spreadsheets and related fiscal reports;

Process warrants, deposits and monthly apportionments;

Understand and apply internal fiscal controls in the performance of work assignments;

Understand and follow oral and written instructions;

Work independently with little direction;

Operate standard office equipment including a computer and assigned software;

Communicate effectively both orally and in writing;

Type or input data at an acceptable rate of speed;

Add, subtract, multiply and divide quickly and accurately;
Establish and maintain cooperative and effective working relationships with others;
Compare numbers and detect errors efficiently;
Meet schedules and timelines.

WORKING CONDITIONS & PHYSICAL ABILITIES:

Indoor office settings.

Must be able to hear and speak to exchange information; see to perform assigned duties; use hands, arms and shoulders repetitively; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate equipment and perform assigned duties; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

Established	Approved by Personnel Commission	Revised	FLSA Status	Salary Grade
02/20	February 2020	N/A	Non-Exempt	Classified Support Grade 052