



JOB DESCRIPTION

Position Code: 737
Classified Group: CSEA
Salary Range: 24
Work Days: 260
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POSITION TITLE: Fiscal Technician I

DEFINITION: Under general direction, monitors an assigned account(s) and performs related accounting and budgetary duties; responsible for maintaining financial records for an assigned department or program.

DIRECTLY RESPONSIBLE TO: Site Administrator/Program Manager, or Designee

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Monitors assigned account balances and related financial activity to ensure allocations are processed and recorded accurately in accordance with established district policies and procedures.
2. Collaborates with management and fiscal services to ensure fiscal records are accurate and assists in establishing and maintaining clear audit trails.
3. Reviews travel/conference/mileage reimbursements, time sheets and other personnel action forms received or generated for accuracy and completeness (i.e. proper approvals, budget codes, etc.).
4. Generates standard reports to convey financial data to management.
5. Serves as a liaison for assigned site/program to convey financial and budget information to appropriate fiscal services staff.
6. Refers technical budget and accounting issues to appropriate fiscal services personnel for guidance and resolution as needed.
7. Attends department and district meetings, workshops, and trainings to obtain information required to perform essential job functions.
8. May perform clerical duties associated with budget and accounting for assigned accounts.
9. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination equivalent to education or training in bookkeeping, budgeting or accounting and previous clerical/fiscal experience in the computerized maintenance of accounting or financial records.

Knowledge, Skills, and Abilities:

- Knowledge of methods, procedures and terminology used in accounting work, including financial record keeping
- Knowledge of modern office practices and procedures, including filing systems
- Knowledge and skill in use of computers and assorted software programs
- Ability to utilize software applications including spreadsheets, word processing and other general business or accounting programs

- Ability to prepare reports and compile information from a variety of sources
- Ability to make arithmetic computations accurately and rapidly
- Ability to receipt, post and reconcile financial transactions
- Ability to remain calm in stressful situations
- Ability to understand and follow verbal and written instructions
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff and the community
- Ability to learn and apply policies, procedures, rules and regulations
- Ability to establish priorities and meet deadlines
- Ability to communicate effectively both verbally and in writing with all levels of district staff and the community
- Ability to perform clerical tasks with maximum efficiency and accuracy
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Quiet to Moderate noise
- Frequent interruptions and significant distractions

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information in person, in small groups, and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about the facilities to conduct work, including sitting or remaining in a stationary position for long periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 1/25/2011
Revised: 12/9/2015
Revised: 2/13/2019