

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE:**       **FISCAL TECHNICIAN, Grade 52**

**DEFINITION:**

Under general direction, performs complex and difficult accounting functions, and performs other related work.

**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:**

Maintains general ledgers, income ledgers, and expenditure ledgers.

Distributes Federal and State apportionments.

Compiles data for special and regular financial and attendance statements and reports.

Determines if expenditures have been made in accordance with procedures.

Prepares a variety of difficult and specialized accounting and attendance reports.

Audits reports for accuracy and completeness and submits to appropriate agencies.

Communicates with school districts on accounting and attendance problems and reports.

Coordinates scheduling for processing month-end reports.

Assists Integrated Technology Services in improving and implementing systems.

Maintains input and output controls on data submitted to computer for updating records.

Assists as liaison between the unit and state and county agencies.

Interprets complex rules, regulations, policies and procedures related to accounting and attendance functions, and provides explanations for compliance to employees and staff of county school districts.

Contacts and responds to inquiries from school districts, other SDCOE units, local and state agencies.

Trains staff on the use of related software.

**NON-ESSENTIAL FUNCTIONS:**

Performs related duties as assigned.

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

None

**EDUCATION AND EXPERIENCE:**

Qualifying education and experience would include the completion of college-level accounting, financial or business courses and substantial work experience involving the application of accounting and bookkeeping principles including collecting, classifying and summarizing fiscal transactions, maintaining entry accounts and preparing periodic statements and reports. Experience must include significant use of both Microsoft Excel and Access to perform accounting duties.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Accounting clerical methods, forms and techniques

Office practices and procedures related to processing and recording transactions of accounting or bookkeeping information

The general purpose and functions of equipment and its applications to accounting and budgeting processes

Thorough knowledge of computerized systems of accounting

**ABILITY TO:**

Interpret and analyze transactions related to accounting codes and classifications, computer printouts and reports

Make arithmetical computations accurately

Operate adding machines

Identify and reconcile differences within the recordkeeping system

Follow oral and written instructions

Utilize a computer and software, including Excel and Access

Communicate effectively orally and in writing

Establish and maintain cooperative relations with staff and district personnel

Work under pressure

Handle multiple assignments

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

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

<b>Established</b>	<b>Approved by the Personnel Commission</b>	<b>Revised</b>	<b>FLSA Status</b>	<b>Salary Grade</b>
05/1990	May 4, 1990	11/02, 11/03, 5/07, 10/07, 10/13, 04/18	Non-Exempt	Classified Support Grade 52