

MEMORANDUM OF UNDERSTANDING #11
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS AMERICAN RIVER CHAPTER No. 528 (CSEA)

Lead Fiscal Services Account Clerk &
Fiscal Services Account Clerk New Job Descriptions
January 29, 2025

This Memorandum of Understanding (“MOU”) is agreed to between the Folsom Cordova Unified School District (“District”) and the California School Employees Association (CSEA), and its American River Chapter No. 528. Collectively, the District and CSEA will be referred to as “the Parties.” The District and CSEA are parties to a collective bargaining agreement (“CBA”) which expires June 30, 2026.

The Parties have negotiated all matters within the scope of representation and reached agreement on the Lead Fiscal Services Account Clerk (Attachment A) and Fiscal Services Account Clerk new job description (Attachment B).

Rationale

The Fiscal Services department has identified a need to align the duties of the existing Lead Account Clerk II (Range 12) and the Account Clerk II (Range 8) with the actual duties and responsibilities of the Fiscal Services department to differentiate from those duties required of the Account Clerks at the site level.

Salary


The Lead Fiscal Services Account Clerk classification will be placed on Range 14 of the Classified Comprehensive Salary Schedule. The Fiscal Services Account Clerk classification will be placed on Range 10 of the Classified Comprehensive Salary Schedule (Attachment C).

Fiscal Impact

The fiscal impact to reclassify existing Lead Account Clerk II to a Lead Fiscal Services Account Clerk is \$3,735 to the General Fund. The fiscal impact to reclassify existing Account Clerk II in Fiscal Services to a Fiscal Services Account Clerk is \$3,162 to the General Fund.


The duties and responsibilities updated in this job description shall be effective February 1, 2025. This memorandum of understanding will be effective upon ratification by the Board.


FOR THE FOLSOM CORDOVA
UNIFIED SCHOOL DISTRICT

By: 
Donald Ogden, Ed.D.,
Associate Superintendent, HR

Date: 2-7-2025

FOR THE CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION, CHAPTER No. 528

By: 
Rob Corn, CSEA
President, Chapter 528

By: 
Joel Rogers, CSEA
Labor Relations Representative, Chapter 528

Date: 02/07/2025

Board Approved: 03/20/2025

CSEA Ratified: 02/26/2025

NEW 01/08/2025 VERSION 1 –
Lead Fiscal Services Account Clerk

REVIEW DATES	
Cabinet Approved	_____
CSEA Approved	1/29/2025
Board Approved	_____

DEFINITION:

Under the direction of the Fiscal Support Manager, maintains and interprets complex and financial spreadsheets, oversees projects/activities/funds records, prepares various reports, and performs advanced accounting activities such as accruals to support the monthly and annual accounting reports and the year-end closing process.

QUALIFICATIONS:

Experience: Three (3) years of increasingly responsible experience in the maintenance of financial or statistical records in one or more of the following areas, general accounting, or accounts payable.

Education: Equivalent to completion of the twelfth grade, including or supplemented by courses in typing and bookkeeping or accounting.

DISTINGUISHING CHARACTERISTICS:

The Lead Fiscal Services Account Clerk helps direct the activities of the Fiscal Services Account Clerk assigned to accounts payable activities. The Lead Fiscal Services Account Clerk is expected to handle more complex and specialized accounts payable and accounting activities than a Fiscal Services Account Clerk, including but not limited to: maintaining and interpreting complex contracts and financial ~~spreadsheets~~spread-sheets, overseeing projects/activities/funds records, preparing various reports, and performing advanced accounting activities such as accruals to supporting the monthly and annual accounting reports and the year-end closing process. Employees in this class work within established procedures but exercise independent judgment in handling individual situations and establishing methods within existing departmental guidelines. The Lead Fiscal Services Account Clerk represents the second level in a career path for clerical to professional accounting. Advancement to Lead Fiscal Services Account Clerk requiresrequire two (2) years in the capacity of Fiscal Services Account Clerk or equivalent and compliance with stated qualifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Fiscal Support Manager, incumbent will:

—Perform complex and specialized accounts payable and other accounting duties to support the Fiscal Services Support Manager.

- Manages and interprets complex contracts and payments for facilities and other large projects.
- Manages and issues a batch of payments the (weekly check run) to vendors as needed-
- Oversees accounting records and documentation for appropriate audit trail.
- Performs routine bookkeeping operations.
- Prepares and reconciles accruals, other financial records and vendor files.
- Prepares, maintains and processes financial and accounting records relating to accounts payable, complex contract administration, payments, projects/activities/funds, expenses and budget control.
- Records, compiles, groups and reports transactions in various formats to provide understandable information to users.
- Reviews, analyzes, and verifies accounting documents and other records and ensures accuracy and completeness.
- Uses financial accounting system to update and retrieve accounting records and data.
- Assembles warrants and prepares listing sheets.
- Ensures funds are available and encumbered for disbursements.
- Ensures proper procedures are consistently followed, responds to inquiries concerning processes and records.
- Provides recurring reports for special projects.
- Assists in the monthly and annual financial closing process.

NEW 01/08/2025 VERSION 1 –
Lead Fiscal Services Account Clerk

- Prepares and reviews budget and cash disbursements report.
- Prepares accounts payable accrual entries and other reports to assist in the monthly and annual closing process.
- Prepares a variety of accounting records, reports and documents.
- Assist in opening and closing District financial records.
- Assist in preparing, adjusting and reconciliation of accounts payable to maintain correct balances in general ledger and budget ledgers.
- Works on special projects at the direction of the Fiscal Support Manager.
- Prepares and maintains complex financial spreadsheets.
- Interprets and prepares printouts for form and content and makes corrections as needed.
- Organizes or classifies documents for distribution, retention of files and supporting documentation for audit purposes and/or other disposition.
- Trains or assists with training new Fiscal Services Account Clerks
- Leads Account Payable employees through a problem-solving process resulting in analysis, cause and effect, and recommendations.
- Establish priorities and makes decisions within the scope of responsibility.
- Performs other related duties as assigned.

KNOWLEDGE:

- Intermediate accounting practices and procedures including accruals.
- Financial and statistical record-keeping techniques.
- Oral and written communication skills, including correct English usage, grammar, spelling and vocabulary.
- Applicable laws, rules and regulations related to assigned activities.
- District organization, operations, policies and objectives.
- Audit standards and record retention regulations.
- Operating various office machines, including personal computers, calculators, and assigned software programs, including mastery of Microsoft Word, PowerPoint and Excel.
- Telephone techniques and etiquette.

ABILITIES AND SKILLS:

- ~~Perform complex and specialized accounts payable and other accounting duties to support the Fiscal Services Support Manager.~~
- Read and interpret complex contracts and prepare payment schedules.
- Exercise initiative and good judgment in helping with the activities of the Fiscal Services Account Clerk assigned to accounts payable activities.
- Interpret and utilize accounting information to prepare various reports and accruals.
- Prepare and process financial, statistical, accounting and other documents, records and materials manually and on a computer.
- Meet rigid monthly and annual schedules and timelines.
- Assist personnel with questions and understanding data, procedural improvements and various accounting functions.
- Process high volume account payable quickly and accurately.
- ~~Assist in opening and closing District financial records.~~
- ~~Process high volume accounts payable quickly and accurately.~~
- ~~Assist in preparing, adjusting and reconciliation of accounts payable to maintain correct balances in general ledger and budget ledgers.~~
- Work effectively under stressful conditions and tight deadlines.
- Use correct vocabulary and grammar.
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NEW 01/08/2025 VERSION 1 –
Lead Fiscal Services Account Clerk II

- Maintain composure in the face of high workload, competing or conflicting demands, ambiguous assignments, interruptions and distractions.
- React to change in a positive manner, quickly adapting work methods or learning and implementing new work methods or procedures.
- Show a high level of care and thoroughness in handling the details of the job.
- Correctly perform the mathematical operations of the job.
- Show interest in and understanding of the needs, expectations, and circumstances of internal and external customers at the individual, group, or organizational level.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job’s functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.

NEW 12/17/2024 VERSION 2 – RA 1.7.2025
Fiscal Services Account Clerk

REVIEW DATES	
Cabinet Approved	_____
CSEA Approved	<u>1/29/2025</u>
Board Approved	_____

DEFINITION:

Under the direction of the Fiscal Support Manager, performs a wide variety of accounting and clerical duties, maintains financial records, performs financial procedures demanding accuracy in maintaining and verifying records as well as compiling data and tabulating reports.

QUALIFICATIONS:

Experience: ~~Two~~ ^{two} (23) years of full-time experience in one or more of the following areas, general accounting, or accounts payable.

Education: Equivalent to completion of the twelfth grade, including or supplemented by courses in typing and bookkeeping or accounting.

DISTINGUISHING CHARACTERISTICS:

Positions in this class may be assigned responsibility for performing general accounts payable duties within the Fiscal Services Department to maintain books of account and other financial records. Performs the day-to-day processing of accounts payable transactions to ensure that district finances are maintained in an effective, up-to-date, and accurate manner. Employees normally receive assignments in general terms. Since procedures are generally well established, employees are expected to learn their duties quickly and to work without close supervision in a relatively short period of time. Employees in this class work within established procedures but exercise limited judgment in handling individual situations, establishing methods and determining work. The Accounting Clerk represents the first level in a career path for clerical to professional accounting. Advancement to the Lead Account Clerk requires no less than two years as a Fiscal Services Account Clerk or equivalent and compliance with the stated qualifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Fiscal Support Manager, incumbent will:

- Performs accounts payable functions by matching purchase orders to invoices and entering the invoices into the applicable software according to department policies, procedures and deadlines
- Identifies errors or discrepancies and timely resolves them before processing
- Prepares and processes invoices and other financial documents manually or by using specialized automated software
- Compile statistical, financial, accounting, or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable.
- Prepares checks, including Fidelity Information Services (FIS) transactions, and backup documentation
- Performs a variety of financial record-keeping and reporting duties
- Prepares batches of invoices for data entry
- Provide assistance with issuing a batch of payments (weekly check run) to vendors as needed
- Prepares vendor checks for mailing
- Maintains updated vendor files and file numbers
- Reports sales/use taxes by calculating requirements on paid invoices
- Researches and resolves any outstanding balances on accounts and communicates with vendors in a timely manner
- Processes and reviews accounting postings

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Fiscal Services Account Clerk

- Compares amount of payment with amount due to process and pay the correct amount of the invoice
- Posts invoice payment into the District's financial management software system
- Reviews invoice discrepancies in pricing, calculations, and taxes
- Ensures expenditure authorizations are signed
- Audit figures, postings, and documents for correct entry, and mathematical accuracy
- Verifies balances, codes, and adjusts accounting records as necessary
- Ensures payments are posted in timely manner
- Access computerized financial information to answer general questions as well as those related to specific accounts.
- Responds to inquiries from external vendors regarding the status of invoice payments
- Prepare bank deposits by compiling data, verifying and balancing receipts, and sending cash, checks, or other forms of payment to bank and County Office of Education.
- Accurately maintains financial records
- Provides exceptional customer service to internal and external customers
- Performs other related duties as required

KNOWLEDGE:

- Account payable and maintenance of general ledgers
- Financial and statistical record-keeping techniques
- Applicable computer software applications such as Microsoft Excel, Word, PowerPoint, and Outlook
- Basic mathematical computations such as addition, subtraction, multiplication, and division
- Filing and recordkeeping systems and techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Applicable laws, rules and regulations related to assigned activities
- District organization, operations, policies and objectives
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software programs
- Telephone techniques and etiquette
- Computer programs for accounting functions such as spreadsheets, database management and others

ABILITIES AND SKILLS:

- Make arithmetic calculations with speed and accuracy
- Sort, code, categorize, tabulate, and file data
- Research problems and recommend solutions
- Check and compare information for completeness and accuracy
- Read, apply and explain policies, procedures, rules, and regulations related to an assigned work unit
- Organize and prioritize tasks to meet deadlines
- Maintain focus under pressure
- Understand and follow oral and written directions
- Operate a computer and applicable hardware and software and related office equipment
- Communicate effectively, orally and in writing
- Establish and maintain cooperative and effective working relationships with others

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing,

NEW 12/17/2024 VERSION 2 – RA 1.7.2025

Fiscal Services Account Clerk

some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

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FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT CLASSIFIED COMPREHENSIVE EMPLOYEE SALARY SCHEDULE KEY 2024-2025

SPECIALISTS

Occupational Therapist	45
Physical Therapist	45
Equity Leader II	43
Mental Health Specialist II	42
Student Data Analyst	41
Behavior Specialist	38
Community Schools Facilitator II	38
Mental Health Specialist I	38
Registered Nurse	38
School Social Worker I	38
Database Administrator	35
Network Administrator	35
Network Engineer	35
Applications Specialist – PowerSchool	33
Applications Specialist	33
Theater Production Specialist II	32
Systems Administrator	33
Community Schools Facilitator	29
Mental Health Specialist Associate	29
School Social Worker Associate	29
Data Administrator & CALPADS Specialist	28
Fiscal Data Analyst	28
ETIS Support Specialist II	27
Lead Printer II	27
Certified Occupational Therapist Assistant (COTA)	26
Equity Leader I	26
Facilities Planner	25
Lead Buyer	25
Risk Management Specialist	24
Centralized Tech Support Specialist	24
Child Welfare & Attendance Specialist	24
Classified Assistive Technology Specialist	24
Communications Specialist	24
Bilingual Community Safety Specialist	24
ETIS Support Specialist I	24
Technology Equipment Repair Technician	24
Workers' Compensation and Unemployment Analyst	23
Personnel Analyst	22
Speech Language Pathologist Assistant	22
Theater Production Specialist	22
Employee Benefits Specialist	17
Lead Printer	17
Personnel Technician	17
Buyer	15
Due Process Technician	15
Help Desk Technician	15
Help Desk Technician-Testing and Assessment	15
Licensed Vocational Nurse	15
Education Services Student Liaison	15
Special Education Applications Specialist	15
Instructional Materials Technician	13
Restorative Specialist	12
Translator / Interpreter (Spanish)	12
Attendance Technician	11
Facilities Use Technician	11
Research Assistant II, Testing and Assessment	11
High School Library Media Assistant	10
Purchasing Specialist	10
Printer II	09
Categorical Program Assistant	08
Middle School Library Media Assistant	08
Research Assistant I	07
Expanded Learning Team Associate	07
Preschool Associate Teacher	03
Lead Campus Monitor	03
Campus Monitor	01
Expanded Learning Assistant	01

INSTRUCTIONAL ASSISTANTS

CTE Adult Education Welding	25
Lead Behavior Support Assistant	09
Behavior Support Assistant – General Education/Special Education	07
Mental Health Instructional Assistant	07
Transition Assistant II	07
Instructional Assistant <u>Braillist</u>	04
Para Educator Mod/Severe	04
Transition Assistant I	04
Computer Instructional Assistant	03
Elementary Intervention Program Assistant, (K-3) (4-6)	03

Instructional Assistant-Related Services	03
Instructional Signing Assistant DOH	03
Bilingual ESL Instructional Assistant	02
Elementary Paraeducator, (TK) (K-5)	01
Instructional Assistant Opportunity Class	01
Special Education Instructional Assistant	01
Instructional Assistant Adolescent Parent Program	01
Instructional Assistant – Preschool	01
ADMINISTRATIVE SERIES	
Administrative Assistant III	12
Administrative Assistant (Comprehensive HS/Middle School)	12
Administrative Assistant II	11
Administrative Assistant, Alternative Ed	11
Administrative Assistant, Fiscal Services	11
Administrative Assistant, Elementary School	10
Administrative Assistant I	08
ACCOUNTING SERIES	
Lead Financial Accountant	33
Facilities Accountant	28
Financial Accountant	28
Lead Budget Technician	25
Payroll Accountant	18
Budget Technician	17
Categorical Administrative Technician	14
Central ASB Technician	14
<u>Lead Fiscal Services Account Clerk</u>	<u>14</u>
Adult Education Account Technician	13
Categorical Account Technician II	12
Lead Account Clerk II	12
Facilities Account Technician	11
Categorical Account Technician I	10
<u>Fiscal Services Account Clerk</u>	<u>10</u>
Student Body Account Technician	09
Account Clerk II	08
Account Clerk I	06
COORDINATORS	
Bilingual/Special Project Coordinator	15
Parent Coordinator	01
CLERICAL SERIES	
Academic and Career Advisor – Adult Education	09
Registrar (Comprehensive HS)	09
Athletic Clerk	08
College and Career Clerk	07
Registrar (Alternative Education)	07
Middle School Registrar	07
Medi-Cal SMAA/LEA Clerk	05
Clerk Typist III	04
Clerk Typist III, District Receptionist	04
Personnel Clerk II	04
Health Assistant	04
Elementary School Library Media Clerk	03
School Clerk, Elementary/Secondary	03
Clerk Typist II / I	02
FOOD SERVICE SERIES	
Food Service Office Technician	15
Food Service Technician	14
Food Service Clerk	11
Food Service Worker II	06
Food Service Worker I	03
MAINTENANCE & OPERATIONS SERIES	
Carpenter/Hardware Technician	18
Equipment Repair Technician	18
Fire Intrusion Detection Technician	18
Grounds Maintenance Technician	18
Head Custodian III	18
Maintenance Electronics Technician/Electrician	18
Maintenance HVAC	18
Maintenance Mechanic II	18
Maintenance Painter	18
Plumber/Welder	18
Head Custodian Trainer	16
Maintenance Mechanic I	13
Warehouse Person/Maintenance Mechanic I	13
Head Custodian II	12
Head Custodian I	10
Building & Grounds Utility Worker	08
Lead Night Custodian	08
Delivery Driver (DMC)	07
Grounds Worker	07

Board Approved 03/09/2023; 03/23/2023; 04/20/2023; 5/18/2023; 08/10/2023; 10/05/2023; 10/19/2023; 01/18/2024; 06/06/2024; 06/20/2024; 10/17/2024; 11/14/2024