FISCAL SPECIALIST

Purpose Statement

The job of Fiscal Specialist is done for the purpose/s of performing a variety of complex technical and specialized functions in support of the District's position control, including position classification, database management, position related budget management, records management and other functions; ensuring that District expenditures are properly allocated; recording, updating and/or reconciling fiscal information; providing instructions and/or accounting support to other personnel in accordance with established financial practices.

Essential Functions

- Monitors the District's position control process including reviewing and processing all position requests/edits; developing and coding new positions and entering and updating position information in the employee database system (ESCAPE)
- Participates in the budget process; ensures that all positions budgeted are also appropriately entered in the position control system; ensures changes made to positions during the budget process are updated in the budget system; generates reports to verify employees and positions are assigned to the appropriate school site or department
- Assists in conducting staffing allocation studies and surveys; enters and maintains work calendars and salary schedules in the employee database system (ESCAPE)
- Assists external auditors for the purpose of providing required information and coordinating necessary project activities
- Attends meetings (e.g. budget, inservice, etc.) for the purpose of receiving and/or conveying information
- Collaborates with auditors, administration, business and fiscal services personnel, etc. for the purpose of ensuring adherence to fiscal practices and that department objectives are achieved
- Compiles data from a variety of sources (e.g. budgets, payroll, statistics, etc.) for the purpose of complying with financial, legal and/or administrative requirements
- Maintains a wide variety of fiscal information, files and records (manual and computerized) (e.g. accounts payable, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance
- Monitors account balances and related financial activity for the purpose of identifying funding sources, and ensuring that allocations are accurate, expenses are within budget limits and/or fiscal practices are followed
- Prepares a variety of transmittals and reports (e.g. SACS report, budget reports, letters, memos, collective bargaining analyses, statistical reports, etc.) for the purpose of documenting activities, providing written reference, conveying information and/or complying with financial, legal and administrative requirements
- Processes a variety of fiscal information (e.g. purchase orders, payroll, etc.) for the purpose of updating information and/or ensuring compliance with accounting requirements
- Provides training and support to administrative staff for the purpose of ensuring that monthly budget information is accurately reported
- Participates in cross training in the duties of employee payroll processing
- Reconciles budget allocations, expenditures, etc. for the purpose of maintaining accurate balances and complying with accounting practices
- Researches discrepancies of financial information and/or documentation for the purpose of ensuring accuracy and adhering to procedures prior to processing
- Responds to inquiries (verbal and written) from a variety of sources (e.g. District employees, auditors, PCOE, school sites, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel
- Implements changes required by the State Accounting Manual and/or Standardized Account Code Systems, etc. for the purpose of ensuring compliance with established regulations and/or procedures
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- Assists other personnel for the purpose of supporting them in the completion of their work activities including payroll, accounts receivable and cash management
- Other job-related duties as assigned

Job Requirements & Skills

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications such as SACS, Escape and Excel Spreadsheets; preparing and maintaining accurate records and performing account procedures.

KNOWLEDGE of the principals and practices of position management, District procedures, rules and regulations governing position control; Federal, State and local laws, regulations and guidelines governing the budget process; District organization, operations, policies and objectives; standard office practices and procedures; principles and practices of public administrations including maintenance of public records; principle and practices of sound business communication, correct English usage, grammar, spelling, punctuation and vocabulary; uses of word processing, spreadsheet and other business management software; principles and practice of customer service and telephone etiquette; classified and certificated bargaining agreements; District budget management and associated timelines.

ABILITY to perform a variety of technical duties concerning position control tracking and management including the preparation/position of related budget and accounting documents; prepare clear, concise and accurate correspondence, reports and other written materials; organize, set priorities and exercise sound independent judgement within areas of responsibility; operate a computer and other standard office equipment; make mathematical and statistical calculations quickly and accurately; maintain complex and confidential records and files; work confidentially with discretion; communicate effectively both orally and in writing; use tact and diplomacy in dealing with sensitive situations and concerned people and customers; establish and maintain effective relationships with District administrators, management, staff, employee representatives, the public and others contacted in the course of work.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience

Three to five years of increasingly responsible experience in keeping or reviewing financial or statistical records and/or five years experience as a budget technician or comparable role, preferably including experience in a school district.

Certificates & Licenses

Valid Drivers License

Education

High School Graduate, College Degree preferable or equivalent experience, including a minimum of 16-18 hours of course work in accounting or three to five years of increasingly responsible experience in keeping or reviewing financial or statistical records.

Clearances

DOJ/FBI Fingerprint Clearance
TB Clearance

Required Testing

Successful Completion of Pre-Employment Process

Supervision

Coordinator of Fiscal Services

Additional Qualifications

Ability to travel to other sites/locations

Salary Grade

Classified Management Range 108

Continuing Education/ Training

Training attendance at workshops as appropriate

Work Year

230