

**CLASS SPECIFICATION**

**FISCAL SERVICES SPECIALIST**

**DEFINITION**

Under the direction of the Assistant Superintendent of Business Services, performs a variety of complex accounting and business-related duties to maintain compliance with governmental agencies; and performs other related work as assigned.

**REPRESENTATIVE DUTIES**

The duties listed below are intended only to illustrate the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to stakeholders as needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Act as district liaison with all stakeholders, communicating pertinent information using a variety of communication modes
- Perform highly skilled accounting tasks requiring significant initiative and independent judgment in the development of necessary procedures and problem resolution resulting in accurate, complete, and timely work products within rigid time schedules
- Receive, prepare, and verify financial and/or statistical documents related to assigned accounting, payroll, health/retirement benefits, asset management/property development assuring the accuracy, completeness, and adherence to contractual, legal, and procedural requirements
- Gather, tabulate, balance, and proof all payroll-related data, including making complex mathematical calculations and verifying the results to meet OCDE, CalPERS, and CalSTRS requirements
- Distribute payroll warrants, retirement, and tax forms
- Receive, audit, and verify student average daily attendance, verifying for completeness and accuracy, maintaining records, meeting strict deadlines established by OCDE and California Department of Education (CDE)
- Follow standard operating procedures pertaining to vendor database and the purchase order process, verifying for completeness, accuracy, and cost-effectiveness
- Review, reconcile, and process data, forms, and reports
- Compile, prepare, and maintain remuneration information for a variety of local, state, and federal reports and documents
- Adjust accounts in accordance with approved accounting policies and procedures
- Receive cash, write receipts, create checks, prepare bank deposits, maintain and reconcile bank accounts

- Maintain and process accounts receivable and accounts payable
- Assist and participate in audits
- Collaborate effectively with Human Resources regarding personnel changes, notices, daily absences, and other functions
- Attend workshops and in-service programs to keep current on changing rules, regulations, and laws

## **QUALIFICATIONS**

To perform this job successfully, an individual must possess:

### **Knowledge of:**

- Methods and practices of payroll, accounts payable, purchasing, and financial record keeping
- Modern office practices and procedures, including phone etiquette, filing, and the preparation of business correspondence
- Journal and ledger accounts systems
- Microsoft Office Suite
- Correct English usage, spelling, grammar, and punctuation

### **Ability to:**

- Communicate clearly and effectively, orally and in writing
- Understand and carry out oral and written directions
- Establish and maintain effective and cooperative relationships
- Actively collaborate with all departments and school sites
- Plan, prioritize, and coordinate multiple tasks and meet timelines
- Work independently
- Type with accuracy
- Make accurate mathematical calculations
- Safely operate a variety of office equipment
- Maintain regular attendance and punctuality

### **Education and Experience:**

- Graduation from high school or equivalent, including or supplemented by courses in bookkeeping, accounting, or computer skills
- One year of experience in the preparation of payroll records or maintenance of financial or statistical records

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

While performing the duties of this position, employees may be in direct contact with the public and employees. Negative interactions resulting from these contacts can result in stressful situations. There may frequently be high work volume and work without direct and/or constant supervision. The noise level in the work environment is normally moderate. Occasional work with sharp objects (i.e. scissors) may be required.

The physical demands of this position include the ability to sit for extended periods. This position requires walking and standing as well as bending and reaching at, below, and above shoulder level. This position requires lifting, pushing, or pulling objects normally not to exceed 30 pounds and may involve heavier objects up to 50 pounds with assistance. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone and personal contact. Specific vision abilities including close vision, depth perception, and focus are required.

Approved: December 13, 2018

Revised: September 12, 2024