

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

FISCAL SYSTEMS TECHNICIAN

DEFINITION:

Under general supervision of the Chief Business Official, the Fiscal Systems Technician coordinates, with the assistance of the IT Department, the development, installation, maintenance, and/or modification of the fiscal systems or other program software for special projects. Provides guidance and training to designated programs/departments on fiscal documents, templates, and applications as directed by supervisor. Performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Chief Business Official

SUPERVISION OVER:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees development and improvement of fiscal applications.
- Leads and coordinates the development of user trainings; develops fiscal project application specifications, implements fiscal programs, and advises on alternative fiscal system/application programs.
- Coordinates the analysis of user project proposals, identifies potential problem areas, and recommends imaginative, thorough, and practical approaches to project paths.
- Coordinates the development and training of fiscal applications; reviews, designs, analyzes and develops procedures for the use of, and training for, fiscal application.
- Reviews the development of training materials, and coordinates training programs and workshops and use of fiscal applications.
- Processes payroll and vendor payments within accounting systems for the County and School Districts.
- Assists in the preparation, balancing, and submittal of the forms & files for W2's, Affordable Care Act and Franchise Tax Board to both the employees and the various government agencies.
- Processes public requests for information, surveys, and governmental reporting, etc.
- Provides support and problem resolution for payroll and retirement functions for both internal and external users, including but not limited to CalSTRS and CalPERS.
- Maintains user accounts for business application software, establishes security levels, roles and workflows.
- Provides customer problem resolution and assistance services and ensures highest level of technical support to staff and school districts.
- Oversees the preparation and delivery of demonstrations and departmental representation at trade shows, conferences, and related events.
- Guides the functional and day-to-day activities of technical and support personnel, to include training, and problem resolution.
- Assists in recommending and establishing division policies and procedures.

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MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Associate's degree in computer science, information systems, or other related field.
- Bachelor's degree in related field preferred.
- Three years of experience that is directly related to the duties and responsibilities specified.

Knowledge of:

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Current office applications, application development, concepts, and techniques.
- Database structures and programming concepts.
- Database use to merge and gather data for improved efficiency.
- Computer systems and financial accounting systems.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.
- Software applications related to CalSTRS and CalPERS retirement systems.
- Relevant State and Federal laws, regulations and procedures.

Skills and Abilities:

- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students, and the community.
- Communicate effectively in both oral and written form; read, understand and follow instructions.
- Learn new software packages and hardware and adapt to changes in technology.
- Train new users in the use of mainframe software interfaces.
- Prioritize requests and work as a member of a team.
- Develops and implements project plans.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.
- Read, interpret, and follow pertinent federal, state and local laws, codes and regulations including administrative and department policies and procedures.

Physical Requirements:

- Bending at the waist, kneeling or crouching; climbing or balancing on step stool.
- Eyesight (corrected or uncorrected) sufficient to read a variety of materials including, but not limited to, fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom

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equipment.

- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. Requires two or more persons to lift 50 pounds or more with hand truck or cart.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings.

Licenses and Certificates:

- Provide proof of automobile insurance, if driving personal vehicle for work.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: H

Approval Date: September 17, 2025