

Ontario–Montclair School District

CLASS SPECIFICATION Fiscal Services Specialist

GENERAL PURPOSE

Under general supervision, performs a variety of advanced technical accounting support and administrative work in support of the District's Fiscal Services processes; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Fiscal Services Specialist develop timelines and procedures and coordinate as well as perform advanced and highly responsible payroll, benefits and accounting processing, reconciliation, verification, administration and reporting duties. An incumbent in this class is expected to perform these functions in an accurate, timely manner in accordance with legal requirements and sound financial management principles and practices.

Fiscal Services Specialist is distinguished from Fiscal Services Technician in that the incumbents in the former class are required to plan, coordinate, and develop procedures as well as perform a variety of advanced accounting, budgeting and payroll functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of 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. There will typically be an assigned schedule for these duties.

1. Utilizing spreadsheet programs and computer database systems, calculates, creates, enters, posts, verifies, handles and retrieves a wide variety of routine to advanced payroll, benefits, accounting and financial data, reports and information.
2. Develops, reviews, updates and/or distributes a wide variety of specialized reports and spreadsheets; compiles, calculates and verifies data and information from a variety of sources; reviews and audits reports, identifies discrepancies, notifies supervisor and other appropriate sources and ensures that issues are resolved; distributes reports to internal and external sources in a timely manner.
3. Develops procedures, reviews, verifies, audits and processes payroll, benefit and accounting transactions; reviews supporting documentation for accuracy, completeness and required approvals; interacts with District staff and vendors to correct errors and resolve discrepancies; makes changes to documents as needed; audits and adjusts source documents; monitors department and program budgets and notifies appropriate personnel as needed; answers and resolves questions from County staff.
4. Plans, develops, and participates in workshops on categorical/grant accounting requirements including preparing presentation handouts and materials and making presentations.
5. Primary representative for schools sites regarding categorical use of funds; monitors and assists school sites to ensure their budget and expenditures of categorical funds are in accordance with their school site plan and grant requirements; maintains budget and grant information, prepares grant reports; answers questions and provides support, information and financial reports to department and school site personnel.
6. Interprets and develops payroll, benefit and accounting policies and procedures and provides accurate and timely information and assistance to employees and management; researches and handles daily inquiries from employees on a wide variety of technical matters; analyze, studies and makes recommendations on development and implementation of improved systems, policies, and procedures related to areas of responsibilities.

7. Participates in formulating estimated actual data and the district budget; prepares and revises budget, expenditure and intra-District transfers to ensure department and site budgets are in balance; prepares documentation for and participates in department and site budget meetings.
8. Participates in 1st Interim, 2nd Interim and year-end closing procedures; prioritizes workload to comply with County deadlines; generates and distributes reports to clear prior year items and resolves items according to established procedures; researches, identifies and adjusts and prepares closing entries.
9. Maintains construction-in-progress project accounts; tracks payments ensuring accurate account coding; prepares budget adjustments; prepares year-end project-end closings.
10. Performs accounting and budgeting functions related to Fixed Assets and Call Accounting System.
11. Provides accurate and timely information and assistance to internal and external customers; researches and handles daily inquiries from customers on matters related to areas of responsibility; serves as point of contact for County and private auditors during annual audits; as directed, provide training to staff on financial, payroll, benefit and accounting systems and procedures.

OTHER DUTIES

1. Attends a variety of meetings and training sessions as required.
2. Provides advanced technical support for special projects as assigned.

QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques of public school and grant budget development and administration.
2. County, state and federal law and regulations applicable to areas of assigned responsibility.
3. Computer tools and software, particularly as related to statistical analysis, modeling, data management and manipulation.
4. Principles, practices and methods of administrative, budgetary, economic and procedural analysis.
5. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
6. The County's financial system, its usage and requirements.

Ability to:

1. Operate a personal computer and spreadsheet, word processing, financial modeling and other standard software.
2. Analyze budget and financial information and make sound recommendations within areas of responsibility under critical deadlines.
3. Understand, interpret, explain and apply federal, state, local and District laws, regulations and policies regulating budget development and administration and financial reporting and recordkeeping.
4. Select appropriate methodologies and perform mathematical and statistical calculations and analyses.
5. Prepare clear, concise and comprehensive financial and budget analyses, reports and presentation materials.

6. Exercise sound independent judgment within general policy guidelines.
7. Make clear, effective oral presentations to groups and individuals.
8. Establish and maintain effective working relationships with District managers, staff and others encountered in the course of work.

Education, Training and Experience:

Graduation from a recognized four-year college or university with a major in finance, business administration, accounting, public administration or a closely related field preferred; and at least five years of progressively responsible experience in performing financial, budgetary, or statistical recordkeeping. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions;

WORK ENVIRONMENT

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

Employees work under typical office conditions, and the noise level is usually quiet.

Board Approval: April 15, 2010