

## **Ontario–Montclair School District**

### **CLASS SPECIFICATION Fiscal Services Technician**

#### **GENERAL PURPOSE**

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

#### **DISTINGUISHING CHARACTERISTICS**

Fiscal Services Technicians perform difficult 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 Technician is distinguished from Payroll, Accounting, Contract Accounting and Benefit Technicians in that the incumbents in the former class are required to understand and perform duties in any of these classifications instead of only one of the specialized classifications.

#### **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 difficult payroll, benefits, accounting and financial data, reports and information; reconciles fiscal services transactions and makes journal entries for bank statements, point of sales, employee salaries and benefits, catering, cash receipts and other financial transactions; posts budgets transactions to department and site accounts; audits and balances accounts; prepares department balance sheets; compiles, generates and distributes required reports, including profit and loss statements; monitors and reconciles department bank accounts, including auditing daily bank deposits and maintaining deposit transmittal forms; researches and resolves data errors, which may require interfacing with Information Services, central and site staff and vendors.
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. 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. Reviews for accuracy and approves account coding, project coding and/or other financial data; identifies and rectifies incorrect codes; informs and educates appropriate staff on correct procedures and codes.
5. Monitors, tracks, processes and inputs employee leaves of absence and returns from leaves, including workers' compensation, FMLA, pregnancy disability, military and other leave types on a District-wide basis; identifies and follows up with departments and school sites as required to resolve discrepancies in employee work/leave status; prepares a variety of regular and periodic reports applicable to employee leave management.
6. Interprets 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. Assists in preparation of 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 1<sup>st</sup> Interim, 2<sup>nd</sup> 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. Tracks and compiles monthly, quarterly and annual funding reports for Average Daily Attendance, Class Size Reduction, Special Education, ASES and Extended Learning Programs.
10. 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. Performs a variety of administrative and clerical functions in support of department operations.
1. As requested, develops and assembles technical and specialized information.

#### **QUALIFICATIONS**

Knowledge of:

1. Laws, regulations, rules and District policies and procedures applicable to areas of responsibility.
2. Basic practices and procedures of public accounting.
3. Methods, practices, documents, terminology and procedures used in processing payroll, benefit and accounting transactions and in financial recordkeeping.
4. Basic accounting and internal control policies and procedures.
5. The County's general accounting system and associated systems, practices and procedures for processing information and interpreting data.
6. Standard office practices and procedures.
7. Computer equipment and spreadsheet software standard to the District.
8. Principles and practices of customer service and telephone etiquette.

Ability to:

1. Operate a computer, 10-key calculator and other standard office equipment.
2. Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
3. Perform duties that require high attention to detail and application of rules and specific procedural requirements.
4. Interpret, apply and reach sound decisions in accordance with rules, regulations and department procedures.
5. Make calculations and tabulations and review fiscal and related documents accurately and rapidly.
6. Prepare clear and accurate financial records and reports.
7. Communicate clearly and effectively, orally and in writing, using good business English and appropriate terminology.
8. Understand and follow written and oral instructions.
9. Maintain confidentiality of District documents and records.
10. Establish and maintain effective working relationships with District management, staff, administrators, faculty, vendors, County employees, private auditors and others encountered in the course of work.

**Education, Training and Experience:**

Graduation from high school or G.E.D. equivalent; completion of some college-level courses in bookkeeping or accounting; and three years of progressively responsible experience in performing financial 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