

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

CLASS TITLE: FISCAL SERVICES TECHNICIAN

BASIC FUNCTION:

Under direction of the Fiscal Services Manager and/or designee, The Fiscal Services Technician performs complex technical work in the area of accounting; monitors, coordinates, reconciles and assists in the development of District and project budgets; performs other professional and statistical work in compiling, reviewing, auditing and maintaining accounting records; performs a variety of complex technical duties in the account payable, accounts receivable, invoicing, program reporting, and payroll support. This position requires a high degree of initiative, knowledge, judgment and the ability to perform all tasks in an independent manner.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Applies professional accounting principles to process, analyze, and maintain district financial transactions and records in compliance with Education Code, public-sector accounting standards, and district policies.

Prepares and processes district reports and related documents

Coordinates and assists in the development of budgets.

Maintains control over account expenditures and balances.

Develops and implements a variety of financial control and reporting procedures involving budgeting, allocating, receiving, disbursing, accounting and reporting of funds.

Compiles statistical information.

Assists with the year-end closing and analysis, and in the preparation of a variety of regular, special and employee reports, and provides a wide variety of information and assistance to district and other personnel regarding accounting and statistical record-keeping procedures.

Answers questions on internal policy, procedures, program budgeting and budget procedures.

Interprets and prepares more complicated reports.

Provides support across all areas of the Fiscal Services Department, assisting with assigned duties as operational needs require.

Assists with budget calculations related to payroll, salaries, health and welfare benefits, fringe benefits, and funded projects.

May provide clerical and administrative support to the CBO and Fiscal Services Manager.

Operate a variety of office equipment including a calculator, copier, fax machine, computer, and assigned software; drive a vehicle to conduct work.

Communicate with internal and external partners.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Knowledge of the principles, practices and terminology of accounting.

Financial research and analysis methods.

Auditing

Practices of accounts payable, accounts receivable, and financial record-keeping.

Accounting and budgeting terminology and practices.

Standard Account Code Structure (SACS).

Applicable laws, codes, regulations, policies, and procedures.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Modern office practices, procedures, and equipment.

Arithmetic computations.

ABILITY TO:

Perform difficult financial analysis work; analyze, compile, statistically treat and display data graphically; interpret guidelines and contracts and apply to fiscal procedures; prepare clear and concise reports from directions; evaluate accounting operations and recommend changes in procedures and forms; and work effectively with others.

Provide excellent customer service internally and externally.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Operate standard office equipment including a computer and assigned software.

Make arithmetic computations with speed and accuracy.

Plan and organize work.

Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Associate's degree with a major in accounting or a closely related field; or completion of sixty (60) college units and a minimum of three (3) years of relevant experience, including at least two (2) years in a responsible, progressively complex role within a school district, ROP, or county office environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials.

Sitting for extended periods of time.