

## **COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM**

### **CLASS TITLE: FISCAL SERVICES SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Fiscal Services Manager and/or designee, the Fiscal Services Specialist performs highly specialized and technical accounting duties requiring independent judgment and a thorough understanding of fiscal procedures. With minimal direction the responsibilities include complex work in budgeting, payroll administration, financial analysis, auditing and the preparation and maintenance of statistical and regulatory reports in compliance with applicable laws, regulations, and district policies.

#### **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.

Assists the Chief Business Official and Fiscal Services Manager with the year-end closing and analysis, to include fixed assets.

Assists, interprets and prepares a variety of reports.

Compiles statistical information.

May present financial reports to Administrators.

Coordinates and assists in the development of budgets and calculations for federal, state, and local grants including salary, fringe benefits and funded projects.

Reviews and monitors account expenditures and balances.

Ensures that financial control and reporting procedures involving budgeting, accounting, reporting is in place.

Processes district payroll, health and welfare benefits, retirement reporting, and required tax reporting in accordance with applicable laws, regulations, and district procedures.

Provides assistance and training to personnel, as appropriate, to support effective fiscal operations.

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:**

Accounting and budgeting terminology and practices.  
Standard Account Code Structure (SACS) and the use of the SACS software to generate financial reporting related to state, federal and local forms and reports.  
Research and analysis methods.  
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 complex financial analysis; analyze, compile, statistically treat and display data graphically; interpret guidelines and contracts and apply to financial/payroll; prepare clear and concise reports; ability to assess trends, historical data and establish projections for financial operation; good written and oral communication and work effectively with others. Collaborate with the Chief Business Official and Fiscal Services Manager to enhance operations.  
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:**

Bachelor's degree in accounting, finance, or a related field, with three (3) years of relevant experience in a school district, ROP, or county office environment; or, in lieu of a bachelor's degree, six (6) years of progressively responsible experience in a related fiscal or accounting field within a school district, ROP, or county setting.

**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.