

## **FISCAL SERVICES TECHNICIAN**

CL: CONF-4

### **DEFINITION**

In accordance with board policy, state and federal codes and regulations, and directives from the District Superintendent and Director of Business Services, the position is responsible for the financial processes, procedures, and transactions related to the financial management of student body, cafeteria, and revolving account funds. In the extended absence of the Director of Business Services or as otherwise directed by the Superintendent, this position may be required to assume additional duties and responsibilities of the Director of Business Services. This is a "confidential" position meaning any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. Maintains leave and fringe benefits records for non-represented positions, including, short term temporary and substitute.

### **DUTIES**

Assists the Director of Business Services as directed; Responsible for posting and verifying all cafeteria, student body, and revolving fund transactions from such records as receipts, deposit slips and invoices; Prepares cafeteria invoices for payment and balances cash in cafeteria and student body funds; Reconciles bank statements for all funds; Prepares necessary monthly financial, cafeteria, student body, and revolving fund reports for the board of education; Prepares financial statements for year-end reports and audits; Coordinates with the Director of Business Services in balancing all funds and cash handled at school sites; Prepares monthly student body account balances for submittal to club advisors and school site administrators; Assists with the preparation of the annual budget and interim reports as directed; Classifies income and expenditures as to proper budget classification; Assists in preparation of monthly and annual district attendance reports; Prepares invoices for school district services or supplies to booster clubs, student organizations, and other agencies; Files cafeteria fund state taxes and prepares 1099 tax forms on student body accounts; Assists with the preparation of data for all categorical projects; Maintains developer fee data base and balances quarterly and annually, preparing the necessary reports under the direction of the Director of Business Services; Reviews and adjusts mitigation agreement fees; Audits accounting documents in the district; Assists with the preparation of financial information during employer/employee negotiations; Responds to inquiries from the public and school district staff; Works with other personnel coordinating specific activities; Exercises tact and diplomacy and judgment in solving work problems which require a knowledge of district rules, policies, procedures, and programs; Assists students, staff, and the general public by giving information or referring them to the appropriate source; Performs clerical accounting work involving posting, verifying, checking, and calculating data; Prepares routine statements, reports, and trial balances; Assumes responsibilities, both confidential and general, of

other administrative office personnel in their absences; Performs other duties reasonably related to the job class.

### **MINIMUM QUALIFICATIONS**

**KNOWLEDGE:** Accounting terms and procedures; Pertinent policies, methods, practices and terminology used in school district financial record keeping; Education Codes relating to employee leaves and other employee benefits; Skill in the operation of a calculator and computer, including computer spreadsheets and database software; Good command of the English language, both oral and written.

**ABILITY:** Operates modern office equipment; Types accurately at an average rate of speed; Completes data processing coding, inputting, and mathematical computations with a high degree of accuracy and speed; Interprets complicated written instructions and uses good judgment in determining methods of application; Exercises tact, diplomacy, and independent judgment; Works tactfully, effectively, and courteously with others; Uses good judgment in planning and organizing work load.

**EXPERIENCE:** The skills, knowledge, and abilities above would typically be acquired through two years of paid, full time experience in increasingly responsible and successful experience in financial record keeping, at least one year of which has been in a school district accounting office.

**EDUCATION:** High school diploma or equivalent.

**OTHER:** Possess a valid California motor vehicle operator's license.

### **NORMAL TERMS OF SERVICE**

Eight hours per work day, twelve months per year.

### **IMMEDIATE SUPERVISOR**

Director of Business Services

### **REPORTING SUPERVISOR**

Director of Business Services

### **REVIEWING OFFICER**

Superintendent

APPROVED: 11/10/15