



Job Title: FISCAL SERVICES TECHNICIAN

Definition:

Under the direction of the Director of Business and Fiscal Services or designee, perform a variety of complex accounting duties in compliance with established District policies and procedures and government regulations; assist with budget and financial planning, review analysis and modeling activities; review, maintain, audit and reconcile assigned accounts; assure accuracy of accounting transactions prepared by others; prepare, process and distribute invoices, purchase orders and warrants; prepare, process and ensure accuracy of payroll activities; maintain and ensure accuracy of various detailed financial records and reports and assist in other areas of fiscal services as needed.

Essential Functions:

- Perform a variety of technical accounting duties in the review, evaluation and adjustments of assigned accounts; provide technical accounting support for various accounts and functions such as accounts payable, accounts receivable, purchasing, payroll and budget activities.
- Process accounts payable according to established timelines and procedures as assigned; review, process and evaluate purchase orders, warrants and invoices as assigned; prepare invoices for payment; verify invoices and match with purchase orders; issue and distribute accurate payments to purchase orders as directed; maintain contact with vendors to modify and clarify invoices and resolve discrepancies as required; follow-up on purchase orders, invoices, warrants and payments as needed.
- Process accounts receivable according to established timelines and procedures as assigned; reconcile cash accounts; receive, verify and process deposits; check money totals against receipts and invoices to ensure accuracy; prepare invoices and arrange for billing as directed.
- Process payroll according to established timelines and procedures as assigned; receive and review time sheets received for accuracy as assigned by the position; calculate earnings due for extra duty, overtime, garnishment, substitute pay, dock pay, and related calculations as appropriate; input time sheets into appropriate system; monitor and post employee leaves; process and input personnel changes regarding W-4's, union dues, tax-deferred deductions, insurance adjustments, and other.
- Process purchasing according to established timelines and procedures as assigned; receive, review and process purchase order requests; evaluate vendors for price, quality and timeliness; communicate with vendors on partial shipments, substitutions and errors; maintain, monitor and follow-up on District office supplies and office equipment repairs; coordinate all purchasing functions.
- Research, compile, prepare, input and revise financial data related to assigned fiscal functions; prepare and maintain a variety of auditable financial records, reports and files; ensure reports are submitted to the appropriate personnel or outside agencies according to established timelines.
- Process and evaluate various forms and applications as assigned; compare and reconcile forms, statements, records, reports and other financial documents; identify errors and resolve discrepancies; initiate account transfers as needed.
- Assist designated departments and programs in the maintenance and evaluation of budgetary records and data as assigned; monitor funds for income and expenditures; calculate, prepare and revise budgetary data.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns related to assignment.
- Perform various clerical duties in support of assigned functions as required; receive and respond to mail and e-mail as assigned; prepare routine correspondence; duplicate and distribute materials.
- Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.
- Perform related duties as assigned.



Secondary Functions:

- All duties assigned are considered essential.

Experience and Education:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Any combination equivalent to: Graduation from high school including or supplemented by coursework in accounting or related fields and three years of increasingly responsible clerical accounting or bookkeeping experience.

Licenses and other Requirements:

None are required for this classification.

Mental Demands

Language Skills:

Ability to: read, analyze, interpret general business periodicals, journals, contracts, technical procedures, governmental regulations; read, interpret, apply and explain program policies and requirements; write routine reports and correspondence using correct English usage, grammar, spelling, punctuation and vocabulary; communicate effectively both orally and in writing.

Mathematical Skills:

Ability to: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; make arithmetic calculations quickly and accurately; identify and correct numerical discrepancies.

Reasoning Ability:

Ability to: learn to apply knowledge and understanding to carry out instructions furnished in written, oral, or diagram form, including federal and State regulations and District policies and procedures; deal effectively with technical problems involving several individuals and variables in an independent manner; learn quickly and apply specific rules, policies and procedures of the program and function to which assigned; exercise good judgment, discretion, tact and courtesy in the handling of confidential and sensitive matters.

Other Skills and Abilities:

Demonstrate knowledge of:

Basic accounting and auditing principles, practices and procedures.

Financial and statistical recordkeeping techniques.

Applicable sections of State Education Code and other applicable laws.

District organization, operations policies and objectives.

Modern office practices and procedures.

Automated accounting systems and procedures.

Data entry skills and computer operation.

School Accounting Manual and school district business functions.

Interpersonal skills including tact, patience and courtesy.

District payroll policies and procedures.



Demonstrated abilities to:

- Maintain assigned accounts and projects independently and handle multiple assignments simultaneously.
- Perform clerical accounting work in the preparation, maintenance and review of financial reports.
- Assure compliance with applicable District policies, procedures and governmental regulations.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Operate a variety of office equipment and machines such as typewriter, calculator, copier and personal computer.
- Concentrate on and stay with tasks for long periods of time in spite of frequent interruptions.
- Calculate, verify, post and balance accounting data accurately.
- Prioritize assignments to meet schedules and timelines.
- Maintain confidentiality of records and information.
- Work independently with little direction in a responsible and organized manner.
- Establish and maintain effective and cooperative working relationship with others.

Physical Requirements:

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

Body Movement:

Regular Activities: sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person.

Lifting Requirements:

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 10 pounds.

Vision Requirements:

Ability to: see clearly at 20 inches or less; adjust the eye to bring an object into sharp focus.

Work Environment:

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

Position Environment:

District Office environment; subject to frequent interruptions, demanding time lines and contact with District employees and the public. The work environment is usually quiet but is sometimes moderately noisy because of noise from equipment or sounds of voices.

Exposures, Risks and Hazards:

Normal risks and hazards associated with computer operation.



APPLICATION PROCEDURE: Official application forms and related materials must be correctly completed and submitted on www.edjoin.org no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

EXAMINATION: Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

TUBERCULOSIS TEST OR CHEST X-RAY: Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days. Medically verified positive skin test results require a chest x-ray.

AUTHORIZATION TO WORK REQUIREMENTS: Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

OTHER REQUIREMENTS: State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

SALARY INFORMATION: Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER