

## FISCAL TECHNICIAN

### BASIC FUNCTION:

Under the direction of the Director of Fiscal Services, perform a variety of accounting duties of a technical nature and above-average difficulty related to assigned district accounts. Communicate with accounting staff, attendance staff, facilities staff and other district personnel to review accounting functions, collect data, and exchange information.

### DISTINGUISHING CHARACTERISTICS:

Incumbents in the Fiscal Technician class are responsible for performing complex accounting work in financial and statistical record keeping. Independently solve a variety of problems related to records maintained or procedures followed.

### REPRESENTATIVE DUTIES:

- Review incoming purchase orders for required signatures and verify accuracy of object codes; date stamp and code requisitions according to established procedures and check for funds availability; follow-up as appropriate. **E**
- Prepare monthly attendance reports for administrator review. Submit attendance reports for specified periods to the county as required. **E**
- Prepare monthly transportation reports; tabulate transportation costs based on fuel invoices, district bus use, and district vehicle use. Prepare corresponding journal entries to allocate transportation expenses to correct district accounts. Create invoices as appropriate. **E**
- Prepare travel orders; audit and maintain travel records. Apply proper account codes and follow up as appropriate. **E**
- Process requests for reimbursement; apply proper account codes, tabulate and verify attached receipts for accuracy, and follow up as appropriate. **E**
- Respond to inquiries in person, by email, and on the telephone regarding account and program balances, journal entries, travel requests, purchase orders, and reimbursement claims. **E**
- Prepare invoice; follow up on past due accounts receivables. Coordinate with Student Body Bookkeepers as necessary. **E**
- Prepare reports for the sale and disposal of obsolete equipment. Coordinate with warehouse staff to sell equipment via online auction vendors as outlined in established procedures and the California Education Code. **E**
- Prepare documents for computer input; operate a computer terminal to input and receive information as assigned. **E**
- Gather, assemble, tabulate, check and file financial and statistical data and claims; assure accuracy of account classification for charging proper budgets for district expense items. **E**
- Assemble, tabulate, and prepare a variety of financial and statistical schedules for the district's year-end financial audit; maintain appropriate audit trails. **E**
- Type and process revolving fund checks; assure funds are balanced in register. Submit revolving fund reimbursement requests to accounts payable department. **E**
- Make copies of checks, prepare deposits and deposit clearing account and revolving account monies according to established procedures. **E**
- Independently compose letters and memoranda as directed. **E**
- Prepare journal entries and journal vouchers. **E**
- Process repair requests, warehouse orders and developer fees. **E**
- Prepare and maintain a variety of lists, records and reports including vendor list, year-end reports and other records and reports as assigned. **E**
- Provide back-up support for cafeteria accounting staff including cash counting and reconciliation of daily sales reports for food service program. **E**
- Provide back up support for payroll staff including distribution of payroll checks. **E**
- Provide back-up support for accounts payable and purchasing staff. **E**

- Maintain post-employment benefit records and complete benefit deposits for district retirees. **E**
- Perform a variety of clerical support functions including providing information, sorting and distributing mail and other functions as requested.
- Maintain, reconcile and replenish petty cash fund.
- Perform related duties as assigned.

**KNOWLEDGE OF:**

Methods and practices of governmental financial record-keeping.  
 Bookkeeping methods and terminology.  
 Modern office practices, procedures and equipment.  
 Interpersonal skills using tact, patience and courtesy.  
 Correct English usage, grammar, spelling, punctuation and vocabulary.  
 Operation of a computer and proficiency in spreadsheet, database and word processing software.  
 Oral and written communication skills.

**ABILITY TO:**

Process incoming expenditures and repair requests according to established procedures.  
 Perform mathematical calculations with speed and accuracy.  
 Prepare financial summaries and reports.  
 Establish and maintain cooperative and effective working relationships with others.  
 Set priorities and work independently.  
 Meet schedules and time lines.  
 Perform clerical duties as assigned.  
 Communicate effectively both orally and in writing.  
 Respond to inquiries in person, by email, and on the telephone.  
 Maintain confidentiality of sensitive information.  
 Operate assigned office equipment.

**EDUCATION AND EXPERIENCE:**

Equivalent to an associate's degree in business, accounting, or related field, and a minimum of 3 years of accounting related experience such as bookkeeping, accounts receivable, accounts payable, invoice processing, and basic payroll knowledge.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.  
 Seeing to read a variety of materials.  
 Dexterity of hands and fingers to operate a computer keyboard.

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Range 24