

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: FISCAL SERVICES TECHNICIAN

BASIC FUNCTION:

Under general supervision, performs difficult and responsible accounting support and administrative work in support of the District's Fiscal Services processes; and performs related duties as assigned.

REPRESENTATIVE DUTIES:

Calculates, creates, enters, posts, verifies, and retrieves a wide variety of routine to difficult payroll, benefits, accounting and financial data, reports and information. E

Reconciles fiscal services transactions and makes journal entries; posts budgets transactions to department and site accounts; audits and balances accounts. E

Prepares department balance sheets; compiles, generates and distributes required reports; monitors and reconciles department bank accounts, including auditing daily bank deposits and maintaining deposit transmittal forms. E

Researches and resolves data errors, which may require interfacing with Information Services, central and site staff and vendors. E

Develops, reviews, updates and/or distributes a wide variety of specialized reports and spreadsheets; compiles, calculates and verifies data and information from a variety of sources; reviews and audits reports, identifies discrepancies, notifies supervisor and other appropriate sources and ensures that issues are resolved; distributes reports to internal and external sources in a timely manner. E

Reviews, verifies, audits and processes payroll, benefit, accounting and any other fiscal services transactions; interacts with District staff and vendors to correct errors and resolve discrepancies; makes changes to documents as needed; audits and adjusts source documents. E

Monitors department and program budgets and notifies appropriate personnel as needed; answers and resolves questions from other departments and agencies staff. E

Monitors, tracks, processes and inputs employee leaves of absence and returns from leaves; identifies and follows up with departments as required to resolve discrepancies in employee work/leave status; prepares a variety of regular and periodic reports applicable to employee leave management. E

Interprets payroll, benefit and accounting policies and procedures and provides accurate and timely information and assistance to employees and management; researches and handles daily inquiries from employees on a wide variety of technical matters. E

Assists in preparation of the district budget; prepares and revises budget, expenditure and transfers to ensure department and site budgets are in balance.

Prepares documentation for and participates in department and site budget meetings.

Participates in periodic and year-end closing procedures; prioritizes workload to comply with County

d e a d l i n e s ; resolves items according to established procedures; researches, identifies and adjusts and prepares closing entries.

Tracks and compiles monthly, quarterly and annual funding reports for Average Daily Attendance, Class Size Reduction, Special Education, ASES and Extended Learning Programs.

Provides accurate and timely information and assistance to internal and external customers; researches and handles daily inquiries from customers on matters related to areas of responsibility; serves as point of contact for County and private auditors during annual audits; as directed, provide training to staff on financial, payroll, benefit and accounting systems and procedures.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws, regulations, rules and District policies and procedures applicable to areas of responsibility.

Basic practices and procedures of public accounting.

Methods, practices, documents, terminology and procedures used in processing payroll, benefit and accounting transactions, and financial recordkeeping.

Basic accounting and internal control policies and procedures.

The County's general accounting system and associated systems, practices and procedures for processing information and interpreting data.

Standard office practices and procedures.

Computer equipment and spreadsheet software standard to the District.

Principles and practices of customer service and telephone etiquette.

ABILITY TO:

Operate a computer, 10-key calculator and other standard office equipment.

Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.

Perform duties that require high attention to detail and application of rules.

Interpret, apply and reach sound decisions in accordance with rules, regulations and department procedures.

Make calculations and tabulations and review fiscal and related documents accurately and rapidly.

Prepare clear and accurate financial records and reports.

Communicate clearly and effectively, orally and in writing.

Understand and follow written and oral instructions.

Maintain confidentiality of District documents and records.

Establish and maintain effective working relationships with District management, staff, administrators, faculty, vendors, County employees, private auditors and others encountered in the course of work.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent; completion of some college-level courses in bookkeeping or accounting; and three years of progressively responsible experience in performing payroll, financial or statistical recordkeeping. Experience in a public agency is preferred.

WORKING CONDITIONS:

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions.

WORK ENVIRONMENT:

Employees work under typical office conditions, and the noise level is usually quiet.