

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL FISCAL ASSISTANT

BASIC FUNCTION:

Under the direction of the Principal, perform fiscal and clerical work involved in preparing and processing financial documents, budgeting and general bookkeeping for school sites.

ESSENTIAL FUNCTIONS:

Prepare school budgets for categorical programs included in School Improvement Plan.

Manage general fund, special program and categorical budgets.

Establish and maintain effective bookkeeping procedures for various school programs.

Prepare and process financial documents including purchase requisitions, warehouse orders, revolving check requests and travel form claims.

Maintain inventory of equipment and materials according to program, location and use.

Process and audit time sheets to assure timely payments.

Work closely with State and Federal programs fiscal staff and budget, purchasing and accounting departments in regard to program budgets and expenditures.

Check, post and maintain financial records.

Prepare financial reports as needed including monthly fiscal statements for School Site Council.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic accounting and bookkeeping practices.

Applicable computer systems.

Preparation and control of an assigned categorical budget.

Financial and statistical record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and data entry techniques.

ABILITY TO:

Compile, verify and maintain financial and statistical data and prepare reports.
Add, subtract, multiply and divide quickly and accurately.
Operate a computer to enter data, maintain records and generate reports.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Understand and resolve issues, complaints and problems.
Meet schedules and time lines.
Type at a minimum of 35 words per minute from clear copy.
Establish and maintain cooperative and effective working relationships with others.
Maintain consistent, punctual and regular attendance.
Sit and operate a keyboard to enter data into a computer for extended periods of time.
Move hands and fingers to operate a computer keyboard.
Reach overhead, above the shoulders and horizontally.
Bend at the waist, kneel or crouch to retrieve files and other materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and some accounting clerical experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.