

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: FISCAL SPECIALIST, SPECIAL PROGRAMS

BASIC FUNCTION:

Under the direction of an assigned Adult and Community Education supervisor, perform complex technical work involving program budget control, analysis, and development; compile various reports for management, local, county, State and federal government, and private funders.

ESSENTIAL FUNCTIONS:

Perform technical calculations and analyses to prepare the annual Adult and Community Education program budgets.

Perform technical calculations needed to project and revise the Adult and Community Education program income and expenditures for submission to the Fiscal Services Department.

Perform monthly financial analyses and comparisons of Adult and Community Education program expenditures in relation to the approved budget to help prevent over-expenditures and advise supervisor if a budget revision or reduction in expenditures is necessary. Make proper journal entries and transfer vouchers to maintain integrity of funds.

Compile and verify various reports for submission to management, the Board of Education and County, State and federal offices, including annual financial and other reports required such as invoicing of grants.

Prepare budget revisions for submission to the Fiscal Services Department.

Work with Accounting, Technology Services and Human Resources to reconcile anomalies; improve accuracy of reports and review position control documents; provide recommendations of improvement as necessary.

Review position control documents and collaborate with Human Resources to identify areas requiring improvement.

Review purchase requisitions, warehouse purchases, travel requisitions, request to advertise forms, personnel action forms, and other Adult and Community Education forms to determine availability of budgeted funds, available budgeted FTE, propriety/appropriateness of the requested expenditure, approval by the responsible manager, and correctness of coding.

Develop models used in the preparation of various financial reports, projections and analyses.

Oversee monthly time sheet processing, code to appropriate funding source and review for available funding.

Set up and maintain accounting records for receipts and expenditures, count, record and deposit moneys; post receipts and expenditures to proper accounts.

Monitor cash balance, reconcile cash accounts, and make appropriate transfer of funds to maintain the integrity of the funds, reconcile monthly bank statements.

Work cooperatively with external auditors to gather data for their review.

Assist in developing Adult and Community Education procedure manuals and handbooks.

Perform annual review of salary and other expenditures; make appropriate adjustments; assist in the Adult and Community Education program annual year-end closing and audit.

Conduct special projects, studies, cost studies and feasibility studies as required.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and practices of budgeting and financial record-keeping.

General accounting principles and procedures.

California school district budgeting and accounting.

Laws, rules and regulations related to assigned activities.

Principles of training and providing work direction to other personnel.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of office equipment, including a computer and assigned software applications.

Telephone techniques and etiquette.

ABILITY TO:

Perform clerical and technical work involving program budget control and analysis.

Receive, analyze and prepare budget revisions.

Maintain financial records.

Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Train and provide work direction to others.

Compile and verify data and prepare reports.
Maintain confidentiality of sensitive and privileged information.
Understand and work within scope of authority.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Operate a variety of office equipment including a computer and assigned software.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
See to read a variety of materials.
Hear and speak to exchange information in person and on the telephone.
Sit for extended periods of time.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school supplemented by two years of college-level course work in bookkeeping, accounting or a related field or two years experience in budgeting and accounting work.

LICENSES AND OTHER REQUIREMENTS:

Flexibility to work occasional evenings and /or weekends.

WORKING CONDITIONS:

ENVIRONMENT: Office environment.

BOARD APPROVED: February 16, 2016