

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: FISCAL TECHNICIAN I**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform clerical, technical and bookkeeping work involved with financial record-keeping, maintenance of financial and statistical records; communicate with various school sites and/or departments including but not limited to the offices of Budget, Payroll, Human Resources, Purchasing and Accounting.

#### **DISTINGUISHING CHARACTERISTICS:**

The Fiscal Technician I classification performs a variety of technical program and record-keeping duties. The Fiscal Technician II classification performs advanced fiscal work involved in analyzing, auditing, reconciling, reporting and may be involved in supporting the work of others. Performs a variety of complex and diverse fiscal duties using independent judgement and action.

#### **ESSENTIAL FUNCTIONS:**

Perform technical calculations and analyses to prepare various categorical program budgets.

Assist school fiscal managers in preparing their budgets and monitoring their expenditures.

Work closely with school sites and/or departments to prevent over expenditures, to ensure that fiscal records are accurate, and to establish clear audit trails.

Prepare and/or review purchase requisitions, warehouse orders, time sheets and personnel action forms to assure justification with school plan and to maintain budget control.

Maintain personnel records of categorical program employees including FTE, hours worked, work year, salary and benefit costs; provide accurate and timely personnel data for school sites.

Coordinate budget-related tasks within the assigned office; monitor budget revisions; balance monthly budget reports or related reports; ensure compliance with federal and state laws, rules and regulations. Prepare fiscal reports, as needed.

Receipt, post, and reconcile financial transactions. Prepare and process financial statistical, accounting, and purchasing records and materials. Verify, adjust, and balance accounts.

Perform clerical, technical, and bookkeeping work involved with financial record-keeping and maintenance of financial and statistical records for assigned programs. Perform clerical duties such as filing, typing, duplicating and maintaining routine records.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures, and terminology used in accounting work, including financial and statistical record-keeping techniques.

Office methods, procedures, operation of equipment and software.

District organization, operations, policies and objectives.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Perform general and fiscal clerical work of average difficulty.

Make arithmetical calculations quickly and accurately.

Post records quickly and accurately.

Understand/follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Maintain consistent, punctual and regular attendance.

Review and inspect financial or statistical records.

Learn District operations and apply pertinent school district and departmental policies, laws, rules, regulations and governmental guidelines.

Maintain confidentiality of sensitive and privileged information.

Conduct research, compile, and verify data.

Prioritize, plan, and organize work

Meet deadlines.

Operate a computer and assigned equipment.

Answer telephone and greet the public courteously.

Effectively communicate in order to exchange and understand information.

Read and analyze a variety of materials.

Sit for extended periods of time.

Type at a minimum of 35 words per minute from clear copy.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school or GED supplemented by college-level course work in accounting or related field and two years clerical accounting experience maintaining computerized financial and statistical records.

**LICENSES AND OTHER REQUIREMENTS:**

Typing certificate with a net 35 words per minute minimum.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**BOARD APPROVED:** September 3, 2019