

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: FISCAL SERVICES TECHNICIAN, DISTRICTS

RANGE: 22

BASIC FUNCTION:

Under the direction of the Supervisor, District Fiscal Services, perform a variety of technical activities involved in auditing school district accounts payable records and reports, preparing spreadsheets and related fiscal reports, and processing of warrants, deposits and monthly apportionments; update and distribute information to districts regarding State and federal regulations and financial reporting requirements; serve as a technical resource to personnel and districts concerning assigned functions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical activities involved in auditing school district accounts payable records and reports; assure correct account coding and compliance with the California School Accounting Manual; audit reports for legally-acceptable expenditures as defined by the Education Code and school district policies; balance vendor warrants and distribute as appropriate; notify school districts of discrepancies or issues; hold and release payments according to established procedures.

Process monthly apportionments according to established timelines; maintain related spreadsheets to disperse apportionments; prepare and key in deposits for principal and special purpose apportionments; prepare related documents and journal entries and submit to County Auditor.

Prepare and maintain a variety of records and reports related to assigned activities; compile information from districts as necessary; assure reports are submitted in accordance with established time lines; maintain proper reporting in State software system; distribute reports to district advisors or other personnel as appropriate; maintain files related to ADA and CBEDS.

Process deposits for other revenue sources; receive remittances from auditor's office; prepare deposit form and submit to auditors in a timely manner; maintain manual and automated files related to revenue.

Process cancelled vendor warrants; prepare documents and submit to county auditor; process cancellation in appropriate computer system; request copy of warrants; place stop payment of vendor warrants with bank as necessary; process stop payment in automated accounting system; complete related forms to record stop payment for the county auditor.

Process emergency and hand-written vendor warrants; receive and process requests from districts; type warrants and prepare related paperwork.

Process payroll vendor warrants; separate taxes and retirement warrants and distribute to other staff for processing; sort and distribute warrants to districts.

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Determine appropriate account codes and prepare journal entries to distribute tax revenues to the districts.

Maintain current knowledge of legislation related to accounts payable or other assigned activities; attend conferences and conduct research; update procedures as necessary in and auditing procedure manual and distribute to school districts.

Provide training to new County employees and new district accounts payable employees as assigned.

Operate a computer and assigned software; operate standard office equipment; drive a vehicle to district sites as needed.

OTHER DUTIES:

Provide assistance and support to District Advisors as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures and techniques involved in the processing of district's accounts payable reports.

Methods, procedures and terminology used in technical accounting work.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Data control procedures and data entry operations.

Policies and objectives of assigned programs and activities.

Use and processing of purchase orders, invoices and related documents.

General accounting and business functions of an educational organization.

Applicable laws, codes, regulations, policies and procedures including government codes and regulations, and the California Schools Accounting Manual requirements.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Mathematical computations.

Technical aspects of field of specialty.

ABILITY TO:

Perform a variety of technical activities involved in auditing school district accounts payable records and reports, preparing spreadsheets and related fiscal reports, and processing of warrants, deposits and monthly apportionments.

Update and distribute information to districts regarding State and federal regulations and financial reporting requirements.

Serve as a technical resource to personnel and districts concerning assigned functions.

Assure schedules and timelines are met.

Prepare and maintain a variety of automated and manual records, files and reports.
Interpret, apply and explain policies, procedures, rules and regulations.
Understand and follow oral and written instructions.
Work independently with little direction.
Operate standard office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Type or input data at an acceptable rate of speed.
Add, subtract, multiply and divide quickly and accurately.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in accounting, finance or related field and three years accounting or financial record-keeping experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and calculator.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.