

DATE: APRIL 2024
FLSA: NON-EXEMPT
SALARY: GRADE M
CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

FISCAL SPECIALIST

BASIC FUNCTION

Performs a variety of specialized accounting support and administrative duties in the preparation, processing, and maintenance of accounting and financial records; functional areas of responsibility include, but are not limited to, general accounting, payroll, fund distributions, bank and credit card reconciliations, and financial reporting; and coordinates assigned accounting services among multiple colleges and the District.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification in the Fiscal series is responsible for providing specialized support to the District's financial programs. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Performs a variety of specialized accounting support and administrative duties in the preparation, processing, and maintenance of accounting and financial records.
2. Reviews source documents for accuracy, receipt of necessary information, and compliance with rules, regulations, and procedures; determines proper handling for compliance.
3. Maintains a variety of ledgers, registers, and journals according to established account policies and procedures; reconciles transactions and data; records changes and resolves differences; maintains the accuracy of accounting and financial records.
4. Verifies, posts, and records a variety of financial transactions; prepares and maintains spreadsheets; records a variety of periodic and special financial and accounting reports.
5. Distributes scholarship funds in an accurate and timely manner including multiple transaction methods; maintains detailed files on these disbursements.
6. Distributes Foundation and Associated Student Body funds for the colleges; prepares purchase orders for and journal entries for expenditure transfers.
7. Prepares District invoices for all departments and colleges ensuring that all income received is tied to a District invoice and directed to the Accounting Services office.
8. Reconciles various grants, scholarships, financial aid transfers, bankcards, and bank statements.
9. Prepares and finalizes travel requests and processes purchase orders, payments, and cash advances; prepares itemized expense reports, claims and mileage reimbursement reports, requisitions, and purchase orders and determines proper budget codes and authorization.
10. Prepares a diverse range of reports and supporting documentation for assigned accounting area.
11. Provides assistance with year-end closing, audit grant equipment inventory, budget transfers, and monthly drawdown statements for Equity, FG, and Title V.
12. Processes and maintains a wide variety of documents associated with employee payroll, including withholding forms, plan participation forms, court orders, etc.; enters timesheet data into software programs; identifies problems or issues and resolves with employee or supervisor, as necessary, to

- ensure accurate payroll.
13. Provides assistance in the preparation of audit schedules and the audit process, as well as the year-end closing process.
14. Participates in District-provided in-service training programs.
15. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Generally accepted accounting principles.
2. Public agency finance and accounting functions, payroll processes, and techniques.
3. Federal, state, and local laws, codes, and regulations in assigned area of responsibility.
4. Methods and techniques of processing financial transactions in financial management systems.
5. Fund disbursement rules and processes.
6. Methods and techniques of posting journal entries to the general ledger.
7. District procurement policies and procedures.
8. District travel policies and procedures.
9. Methods and techniques of preparing administrative and financial documents and business correspondence.
10. Methods and techniques of preparing financial statements.
11. Principles and practices of auditing financial documents.
12. Methods and techniques of examining financial documents and performing appropriate transactions.

Ability to:

1. Perform specialized accounting duties in assigned program areas.
2. Review financial documents for completeness and accuracy.
3. Review, post, balance, reconcile, and maintain accurate financial records.
4. Make accurate arithmetic, financial, and statistical computations.
5. Ensure fund disbursements are performed in a timely and accurate manner.
6. Establish and maintain a variety of filing, recordkeeping, and tracking systems.
7. Assist and participate in audit processes.
8. Prepare a diverse range of financial statements, schedules, and reports.
9. Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
10. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
11. Exercise independent judgment within general policy and procedural guidelines.
12. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
13. Communicate effectively in the course of performing work tasks.
14. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
15. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
16. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

An associate's degree in accounting, business, or a related field and four (4) years of progressively

responsible experience providing technical support to a fiscal program, preferably in a financial or educational setting; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.