

DATE: APRIL 2024
FLSA: NON-EXEMPT
SALARY: GRADE I

CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

FISCAL TECHNICIAN

BASIC FUNCTION

Performs a variety of technical accounting support and administrative duties in the preparation, processing, and maintenance of accounting and financial records within the Accounting Services Department; functional areas of responsibility include, but are not limited to, accounts payable, revenue/accounts receivable, billing, and refunds; verifies, posts, and records a variety of financial transactions; and prepares and maintains spreadsheets.

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 performing the full range of technical accounting duties within the Accounting Services Department, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Performs a variety of technical duties related to the administration and processing of financial transactions within the Accounting Services Department; areas of responsibility include, but are not limited to, general accounting, accounts payable, revenue/accounts receivable, billing, and refunds.
2. Verifies, posts, and records a variety of financial transactions; maintains files and records for assigned fiscal transactions, including updating vendor information with the Purchasing Department; prepares and maintains spreadsheets; records a variety of financial and accounting reports; and compiles information to assist in the development of a wide range of financial reports, including year-end processing.
3. Reviews source documents for accuracy, receipt of necessary information, and compliance with rules, regulations, and procedures; determines proper handling for compliance.
4. Reviews and examines invoices ensuring authorizing documents are attached, comparing, and certifying same; works with departments to resolve any discrepancies with respect to invoices and authorizing documentation, such as purchase orders; confirms funds are available and the proper accounting code is used; places information into the District's financial management system to produce a claim number and warrant for payment.
5. Schedules and prioritizes payments in accordance with established guidelines; prints the daily Order List of Approval for review and approval by management.
6. Ensures that checks are properly handled; verifies receipt of checks and distributes according to established guidelines.
7. Maintains accurate, detailed, and current records of the revenues for the colleges and the District; monitors accounts receivable status; assists in the development and maintenance of revenue and receivables internal control measures.
8. Monitors the cash balances in the County Treasurer, including the preparation and distribution of the Daily Cash Projection.
9. Monitors revenue, including state apportionments, and related fiscal funds; performs general ledger

- transactions; identifies and corrects errors; and prepares financial spreadsheets.
10. Reconciles daily receipts; verifies bank deposits; initiates transfers to the County Treasurer and/or forwards to appropriate fiscal staff for action.
 11. May serve as liaison for annual parking permits for District and college employees; manages distribution, reconciliation, and updating of records to reflect parking payroll deductions; performs ongoing credit transactions for colleges and prepares refunds, as necessary.
 12. Receives all financial aid overpayments; prepares spreadsheets for college verification; coordinates all financial aid transactions among multiple parties.
 13. Assists students, departments, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; researches issues regarding specific transactions; and updates related files and departments on action items.
 14. Coordinates the rotation of cash bags on a District-wide basis; signs for deliveries; turns over the outbound shipments of bags to colleges; logs in and processes cash bag contents; and resolves discrepancies.
 15. Counts and receipts funds from various areas throughout the District; update ledgers to reflect payments; reconciles cash to sales and reports overages or shortages and reconciles insufficient funds (NSF) checks; updates ledgers.
 16. Participates in District-provided in-service training programs.
 17. 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. Terminology and practices of financial and account document processing and recordkeeping, including accounts receivable and accounts payable.
2. Fiscal processes and regulations for student financial assistance programs.
3. Methods and techniques of entering and processing financial transactions in financial management systems.
4. Public agency finance and accounting functions, payroll processes, and techniques.
5. Federal, state, and local laws, codes, and regulations in assigned area of responsibility.
6. Accounting rules and procedures, and sales and use tax requirements and schedules.
7. Methods and techniques of posting journal entries.
8. Cash handling techniques.
9. Vendor classifications for accurate payment and 1099 filings.
10. Methods and techniques of examining financial documents and performing appropriate transactions.
11. General procurement policies and procedures.
12. Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

1. Perform detailed accounting and financial support work accurately and in a timely manner.
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. Establish and maintain a variety of filing, recordkeeping, and tracking systems.
6. Prepare clear and accurate financial records.
7. Understand, interpret, and apply all pertinent laws, codes, regulations, policies, procedures, and

standards relevant to work performed.

8. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
9. Exercise independent judgment within general policy and procedural guidelines.
10. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
11. Communicate effectively in the course of performing work tasks.
12. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
13. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
14. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade and three (3) 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. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and close 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 incumbent 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.