

Re-Opened

September 12, 2013



## **RECRUITMENT ANNOUNCEMENT**

**Job Title:**

*Financial/Grant Specialist  
Fiscal Services*

**Work Year:**

*12 months/260 Days (Prorated at time of hire)*

**Location:**

*Butte County Office of Education  
Oroville, CA*

**To Apply:**

*Visit [www.edjoin.org](http://www.edjoin.org), keyword: Butte  
Online applications only; no paper copies will be accepted*

**Deadline:**

*Wednesday, September 25, 2013 ~ 4:00PM*

**POSITION DESCRIPTION:**

Under supervision of assigned management employee(s), the Financial Grant Specialist perform a variety of technical accounting duties in the review, analysis and adjustment of assigned accounts; audit assigned grant budgets; prepare, maintain and assure accuracy of various financial and payroll records and reports.

**CLASS CHARACTERISTICS:**

The Financial Grant Specialist is an entry level position that assists the Senior Grant Financial Specialist in assigned tasks and duties. All the duties of the Financial Specialists are within the skill level of their classification. They may make suggestions for improvements in the operations of their work group.

**ESSENTIAL DUTIES – not in priority order: (May include, but not limited to the following)**

- Assist in the expenditure and payroll testing for fiscal review of grant programs.
- Assist in the operations of the Migrant summer food program.
- Assist in the preparation of annual grant budgets.
- Calculate and post distributions of expenses to various accounts given general instruction.
- Determine proper account codes and process transactions using the organization's chart of accounts and SACS Manual definitions.
- Divide tasks with the work group
- Examine the general ledger and make balancing corrections or complete inter-fund transfers
- Maintain balance and accuracy in a single purpose cost center, fund or account.
- Maintain MAA financial records.
- Monitor accounts receivable and payables process.
- Monitor grant status.
- Oversee revenue collection and help in the year end closing process.
- Perform additional tasks as assigned to like positions.
- Perform general accounting clerical duties, processing transactions and maintaining complete files and accurate records.

- Provide budget status reports for individual departments.
- Provide technical assistance and training to BCOE staff.
- Research and report inconsistencies or unacceptable variances from specific procedures as assigned.
- Review and process state grant data.
- Review and submit claims or reports to other agencies with minimal direction.
- Review documents for adherence to policies and procedures.

**KNOWLEDGE OF:**

- Applicable laws, codes, regulations, policies and procedures
- Contemporary office methods.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Data processing operations related to the maintenance of fiscal records.
- Interpersonal skills using tact, patience and courtesy.
- Knowledge and understanding of financial and accounting principles and procedures.
- Mathematics to the level of beginning algebra.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Principles of financial record keeping.
- Record keeping and report preparation techniques.
- Technology and computer skills with proficiency in database, spreadsheet, and Internet applications.
- Telephone techniques and etiquette.

**ABILITY TO:**

- Analyze basic financial records and transactions and determine compliance with County Office and State policies and procedures.
- Audit, verify and transfer large quantities of numbers and related data accurately and in a timely manner.
- Complete work with many interruptions.
- Establish and maintain cooperative and effective working relationships with others.
- Identify problems or issues and determine appropriate course of action within prescribed alternatives.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Maintain confidentiality of sensitive and privileged information.
- Meet schedules and timelines.
- Operate a computer and standard office equipment.
- Pass a bookkeeping skills test given to all applicants for jobs in this classification with a passing score of at least 75%.
- Perform accounting clerical work requiring the application of prescribed procedures and guidelines.
- Perform mathematical calculations with speed and accuracy.
- Perform physical requirements of the job with reasonable accommodation.
- Plan and organize work.
- Serve as a resource to employees and outside agencies..
- Understand and interpret a variety of financial statements, reports and documentation.
- Work independently with little direction.

**EXPERIENCE AND TRAINING:**

Graduation from high school and three (3) years of responsible experience maintaining and/or processing financial transactions, preferably in a public sector environment; or two (2) years of such experience and completion of specialized courses in accounting, financial record keeping or a related field.

**All applicants will be required to take a Bookkeeping Exam. This test will be held on Friday, September 27<sup>th</sup> from 8:00 AM to 10:00 AM at the Butte County Office of Education, 1859 Bird St., Oroville, CA 95965.**

**SALARY:**

**Salary Schedule 6**

**Range: 15A – 15I, \$13.56 - \$20.05**

**DEADLINE:**

Wednesday, September 25, 2013 ~ 4:00PM

**BENEFITS:**

Medical/Dental/Vision for employee and dependents

**TO APPLY:**

Visit [www.edjoin.org](http://www.edjoin.org), keyword: **Butte County Office of Education**

Online applications only; NO paper copies will be accepted. All online applications must be accompanied by the following attachments:

*Cover Letter*

*Resume*

*Three Letters of Recommendation*

**Incomplete applications will NOT be accepted**

*For questions regarding this recruitment contact:*

**Butte County Office of Education**

**Human Resources**

**1859 Bird St.**

**Oroville, CA 95965**

**530-532-5650**

**Email [dbidwell@bcoe.org](mailto:dbidwell@bcoe.org)**

Affirmative Action/Equal Employment Opportunity/Handicapped IX Employer

Deaf individuals may use the toll-free California Relay Service (CRS). If you have a TTY: (530) 538-7855. If you do not have a TTY: 1-800-735-2922. Upon CRS connection, ask for 530-532-5650 for more information about this recruitment.