

VISTA UNIFIED SCHOOL DISTRICT

FISCAL SERVICES TECHNICIAN

Purpose Statement

The purpose of a Fiscal Services Technician is to provide support to department activities with specific responsibility for the accurate processing of payment for approved invoices and contract payments; recording, updating, and reconciling financial information in accordance with established practices; provide accounting support to district and site staff.

This job reports to the Executive Director of Fiscal Services.

Essential Functions

- Assists auditors for the purpose of providing supporting documentation and/or information.
- Attends and participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with internal and external personnel for the purpose of conveying and/or gathering information required to perform job functions, implementing and maintaining services, providing technical assistance and support, and providing information and/or direction regarding accounting procedures and practices.
- Collects, verifies, and prepares cash deposits for the purpose of making bank deposits.
- Communicates with administrators, staff, and vendors for the purpose of implementing and maintaining services and programs, coordinating activities, resolving issues and conflicts, and exchanging information.
- Compiles a variety of financial information related to assigned responsibilities for the purpose of providing required documentation and/or processing information.
- Informs supervisor and staff regarding procedures and/or status of accounts for the purpose of providing information for making decisions, taking appropriate action, and ensuring efficient operations.
- Maintains a variety of manual and electronic documents, files, records, and reports (e.g., procedures, documentation, budgets, accounts, contracts, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Monitors account balances and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits, and/or fiscal practices are followed.
- Performs general clerical functions (e.g., answers telephones, schedules meetings and appointments, files, copies, faxes, scans, etc.) for the purpose of supporting departmental activities in a timely and efficient manner.
- Prepares a variety of written and electronic financial information (e.g., balance sheets, voucher reports, procedures, transmittals, tax documents, revolving fund checks, invoices, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established guidelines.
- Processes a variety of financial information (e.g., invoices, billings, receivables, legal settlements, contracts, memoranda of understanding, payroll, etc.) for the purpose of updating and distributing information, authorizing items for action, and/or complying with established accounting practices.
- Reconciles a variety of financial information (e.g., bank statements, cash receipts, and account balances, etc.) for the purpose of updating and distributing information and complying with established accounting practices.

- Researches discrepancies of financial information and/or documentation (e.g., purchase orders, invoices, payroll, etc.) for the purpose of ensuring account accuracy and adhering to established procedures.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

- applying job-related codes, regulations, and laws;
- interpersonal skills using tact, patience, and courtesy;
- operating standard office equipment including utilizing pertinent software applications and office technology;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; write documents following prescribed formats; present information to others; analyze situations to define issues and draw conclusions; and understand complex multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- business telephone and email etiquette;
- concepts of grammar, spelling, and punctuation;
- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- modern office practices and procedures;
- methods, practices, and terminology used in bookkeeping and financial record keeping;
- office equipment and technology;
- principles of accounting and bookkeeping;
- recordkeeping and record retention practices;
- school district accounting and fiscal operations.

ABILITY is required to schedule activities, meetings, and/or events; gather and collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups and individuals;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- meeting deadlines and schedules;
- multitasking;
- preparing accurate records;
- providing customer service;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;

- understanding and following oral and written directions;
- working as part of a team;
- working with detailed information/data;
- working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: High school diploma or equivalent supplemented by college-level coursework in bookkeeping or accounting and three years of progressively responsible experience performing payroll, financial, or statistical recordkeeping. Experience in a public agency is preferred.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
 Drug Test
 Tuberculosis Clearance

FLSA Status

Non-Exempt

Approval Date

Revised: 11/12/2013
 Revised: 09/10/2019

Salary Grade

Classified, Range 52