

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Fiscal Technician

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

To provide responsible fiscal record keeping, basic accounting, and/or auditing duties in the maintenance, processing, and review of fiscal records and services of assigned school districts and/or of departments in the Santa Clara County Office of Education. Employees may be assigned to a specific fiscal areas, including accounts receivable, accounts payable, commercial warrant audit, or payroll audit.

DISTINGUISHING CHARACTERISTICS

The Fiscal Technician is the entry level classification of the accounting class series. Employees in this job class receive close general

Resolves accounting or financial discrepancies by conferring with school districts, County Office programs, or vendors, returning input when discrepancies are significant

Prepares and/or processes journal entries according to established procedures, verifying the accuracy of entries and recommending revisions as necessary

Reviews financial input data for accuracy and enters accounting, purchasing, and/or payroll records into computerized information systems, verifies accuracy of input

Receives, assembles, sorts, matches, tabulates, verifies, posts, codes, and files a variety of financial and statistical data and documents in accordance with established procedures

Distributes a variety of financial and statistical data including, reports, documents, statements, files, and/or warrants

Maintains accurate financial and accounting records related to assigned functions.

Maintains detailed records and statistics for preparation of end of year transactions reports, adjusting and updating ledger records as necessary

Researches to canceled, or unpaid warrants, preparing appropriate forms as needed

Reconciles expenses and encumbrances and balances accounts

Prepares reports and routine correspondence related to fiscal support responsibilities

Operates a variety of office and computer related equipment, including microcomputer, printer, copier, typewriter, calculator and other related equipment

Uses word processing and spreadsheet software in the performance of fiscal support work

May assist other accounting staff with special work assignments such as purchase card monitoring, facilities accounting, and grant funded programs

Performs general office support duties such as answering the telephone, distributing incoming mail, filing, and preparing information summaries.

Performs related duties as required.

EMPLOYMENT STANDARDS

Basic Knowledge of:

Accounting processes and systems including fiscal record keeping methods, practices and procedures

Modern office equipment, methods, practices and procedures including microcomputer, typewriter, and calculator operations, filing systems, business correspondence, and report writing

The laws, rules, and regulations applicable to work assignments

Software applications programs used for word processing and spreadsheet

Knowledge of:

Proper English usage including grammar, punctuation, spelling, and sentence structure

Ability to:

Perform or demonstrate the ability to perform a variety of technical support and account record keeping work

Communicate effectively and tactfully in both oral and written form

Plan, organize, and prioritize or demonstrate the ability to plan, organize and prioritize work assignments to meet time requirements and facilitate the flow of work

Understand, learn, analyze, interpret, and apply pertinent codes, laws, rules, and regulations applicable to technical fiscal support work assignments

Understand, learn, analyze and interpret a variety of fiscal information and data related to technical fiscal support work

Apply or learn to apply internal fiscal controls in the performance of work assignments.

Identify or learn to identify problem areas or situations, locate problem causes, and select appropriate action to resolve identified problems.

Make accurate arithmetical calculations with increased speed

Identify and correct or learn to identify and correct errors in arithmetical calculations made by others

Operate or learn to operate computer and office related equipment