

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Fiscal Services Technician I	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9631	WORK YEAR:	12 Months
DEPARTMENT:	Accounting or Payroll Services	SALARY:	Range 44 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	10-06-97
		HR REVISION:	06-21-12

BASIC FUNCTION:

Perform diverse financial duties, and provide primary support in one of the disciplines of Accounting or Payroll Services.

DISTINGUISHING CHARACTERISTICS:

The Fiscal Services Technician I is an “entry level” position. The knowledge and capabilities within their skill area are general in nature, and may occasionally cross to other disciplines. Incumbents have a lesser knowledge and skill level than others classifications in their respective departments, and consequently have lower levels of responsibility, independence of action, and consequence of error.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Perform detailed and accurate computer functions using the district’s finance/payroll system; operate and understand system functions related to assigned duties, as well as other software applications. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; learn and utilize computer database programs and other programs to produce reports and analyze data; operate standard office equipment.

Prepare operating reports, documents, and records; reconcile and analyze district or vendor accounts. **E**

Assist co-workers or assigned supervisor in the completion of more complex tasks or special projects. **E**

Assist in the development of the fiscal year-end closing process, financial statements, and payroll; perform financial and payroll calculations, electronic file transmissions, and have a general knowledge of departmental procedures and processes; encumber funds for the next fiscal year; prepare quarterly reports for mandated government filing. **E**

Responsibilities can include preparation and deposit of district money; analysis and billing of district accounts; analysis, correction, and billing of district problematic accounts; reconciliation and analysis of district financial accounts; preparation of district payrolls and reports. **E**

Reconcile stale-dated checks; return funds to employee or return to the general fund; correct Wage and Tax Statement Forms (W-2), and issue corrected W-2 form to employee. **E**

Correct addresses on returned checks; prepare cash revolving checks on a daily basis and special handling checks; place stop payments on checks, stop direct deposits, and place a trace on checks; cancel and/or reissue vendor or employee warrants. **E**

May monitor and maintain department budget according to established guidelines; order supplies and materials as assigned. **E**

Responsible for warrant distribution; provide assistance and training to district staff and sites; prepare a wide variety of forms; lift light objects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, emails, letters, and other communications. **E**

Promote teamwork by sharing knowledge, providing cross training for other employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and the department. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and three years of increasingly responsible experience in payroll, finance, or accounting in a medium to large organization, preferably a California School District or County Office of Education. Some college course work preferred.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver’s license, and provide proof of insurance. Overall scores in computer software testing program preferred as follows:

- Keyboarding50 Correct WPM
- Word.....75% Overall Score
- Excel / Access75% Overall Score
- General Accounting or Payroll.....75% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods and practices of financial and payroll record keeping.
- General accounting and payroll principles and procedures.
- Operation of a computer, related software, and standard office equipment.
- Computer-based applications for word processing and spreadsheet analysis.
- Interpersonal skills using tact, patience, and courtesy.
- Report writing methods and techniques.
- Oral and written communication skills.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Research, analyze, and interpret fiscal records and documents.
- Prepare accurate and complete financial and payroll summaries and reports.
- Perform computational tasks with speed and accuracy.
- Conduct extensive research related to assigned duties.
- Understand and carry out difficult oral and written instructions.
- Establish and maintain effective working relationships with others.
- Operate a computer, related software, and standard office equipment.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Lift light objects according to safety regulations.
- Complete work with many interruptions to meet schedules and timelines.
- Communicate effectively, both orally and in writing.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; constant interruptions; may drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and calculator; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date