

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Fiscal Services Technician II

CLASSIFICATION: Classified

SERIES: Fiscal Services Technician

FLSA: Non-Exempt

POSITION CODE:

WORK YEAR: 223 Days

DEPARTMENT: Budget Services, Accounting
Services

SALARY: C - 49
SEIU Salary Schedule

REPORTS TO: Supervisor

BOARD APPROVAL: 10-06-97

BOARD REVISION:

BASIC FUNCTION:

The Fiscal Services Technician II is the full “journey person level” in the Fiscal Services Technician Series. As such, persons in this classification provide primary support in one of the primary Fiscal Service disciplines of Accounting, Budgeting or Payroll services.

The Fiscal Services Technicians II knowledge and capabilities within their skill area are extensive, and may occasionally cross to other disciplines. Persons holding the Fiscal Services Technician II classification are distinguished by independent decision making and accuracy. By contrast, the Fiscal Services Technicians I have lesser knowledge and skill levels, and consequently have lower levels of responsibility, independence of action, and consequence of error.

REPRESENTATIVE DUTIES:

Under general supervision Fiscal Services Technicians II perform the more complex accounting, payroll or budget work involving but not limited to the following: prepare fiscal and operating reports, documents and records; prepare and maintain payroll, retirement and workmen's compensation records; prepare balance sheets and income statements; produce payrolls, year-end statements and budget projections; have a detailed knowledge of departmental procedures and processes; and have the ability to communicate this knowledge to the public effectively with confidence and accuracy.

Fiscal Services Technicians II are commonly called upon to act as a technical resource to Fiscal Services Technicians I.

Accounting and Budget Support:

Responsibilities can include: the accounting, budgeting and financial reporting of an entire District fund or funds; the preparation and maintenance of data necessary to develop District cash flow reports; special project accounting and reporting; the reconciliation and analysis of District accounts; preparation of financial analysis and reports; average daily attendance reporting; providing technical assistance and training to district staff and sites; assisting with the development of accounting data and reports; and related duties as required.

Payroll Support:

Responsibilities can include: preparation and maintenance of payroll reports and data needed to complete payrolls under stringent time limits; balancing and resolution of discrepancies in payrolls; maintenance of records and processing all changes regarding employee retirement programs; closely monitoring documents received from other departments; correctly interpreting personnel and benefit information; auditing time sheets received from all district locations; reconciling and analyzing payroll information; training and advising district staff on payroll procedures and processes; interpreting union contracts within bargaining units in order to apply sick leave and vacation benefits; performing, analyzing and explaining complex financial transactions; computing federal and state taxes, retirement and social security deductions from tables; performing a variety of difficult mathematical work, and related duties as required.

EDUCATION AND EXPERIENCE:

Minimum of three years of increasingly responsible experience in budget development, financial or accounting in a medium to large organization, preferably a California School District or County Office of Education.

and

Within the three year requirement, at least two years experience must be in a position comparable to the classification of Fiscal Services Technician I.

and

Two years of college including courses in accounting, finance, personnel or bookkeeping.

NOTE: Additional qualifying experience may be substituted for educational requirements on the basis of one year experience at a level equivalent to Fiscal Services Technician I as equal to one year of college.

LICENSES AND OTHER REQUIREMENTS:

None required.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Methods and practices of financial, budgetary and payroll record-keeping
- General accounting, budgeting and payroll principles and procedures, preferably including California school districts
- Modern business office procedures and equipment including 10-key and computer skills
- Detailed familiarity with computer-based applications for word processing and spreadsheet analysis

ABILITY TO:

- Perform responsible budgetary, payroll and financial analysis and record-keeping
- Work with a minimum of supervision
- Understand and carry out difficult oral and written instructions
- Analyze and learn complex state and district laws, regulations, rules and policies
- Analyze situations and adopt an effective course of action
- Establish and maintain effective working relationships with school officials, administrators and employees

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment

PHYSICAL ABILITIES:

- Sitting for extended periods of time
- Hearing and speaking to exchange information
- Dexterity of hands and fingers to operate a computer keyboard and 10-key calculator
- Seeing to read a variety of materials and reports
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions

HAZARDS:

- Occasional contact with dissatisfied or abusive individuals

(ZIP 100)

APPROVALS:

Personnel Services Department

Date

Superintendent

Date