

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: FISCAL SERVICES TECHNICIAN, DISTRICTS

RANGE: 24

BASIC FUNCTION:

Under the direction of the assigned supervisor perform a variety of complex technical activities involved in auditing school district accounts payable records and reports, preparing spreadsheets and related fiscal reports, and processing of warrants, deposits and monthly apportionments; update and distribute information to districts regarding State and federal regulations and financial reporting requirements; serve as a technical resource including financial system support to personnel and districts concerning assigned functions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex technical activities involved in auditing school district accounts payable records and reports; assure correct account coding and compliance with the California School Accounting Manual; audit reports for legally-acceptable expenditures as defined by the Education Code and school district policies; balance vendor warrants and distribute as appropriate; notify school districts of discrepancies or issues; hold and release payments according to established procedures. Respond to district technical and financial system support and training needs.

Process monthly apportionments according to established time lines; maintain related spreadsheets to disperse apportionments; prepare and key in deposits for principal and special purpose apportionments; prepare related documents and journal entries and submit to county auditor.

Prepare and maintain a variety of records and reports related to assigned activities; compile information from districts as necessary; assure reports are submitted in accordance with established time lines; maintain proper reporting in State software system; distribute reports to district advisors or other personnel as appropriate; maintain files related to ADA and CBEDS.

Process deposits for other revenue sources; receive remittances from auditor's office; create deposit using the Electronic Deposit Processing system and submit to auditors in a timely manner; maintain manual and automated files related to revenue.

Perform professional accounting and budgetary functions requiring the ability to analyze, reconcile and maintain financial records.

Assure financial activity of assigned accounts comply with applicable laws, codes, rules, regulations, policies and procedures.

July 2012

Import, on a monthly basis, the check reconciliation file submitted by the county auditor's office into the financial system indicating whether the checks have been redeemed, voided, stale-dated or remain outstanding. Communicate with districts/county auditor's office regarding the status/resolution/outcomes of the check reconciliation.

Assure financial activity of assigned accounts comply with applicable laws, codes, rules, regulations, policies and procedures.

Import, on a monthly basis, the check reconciliation file submitted by the county auditor's office into the financial system indicating whether the checks have been redeemed, voided, stale-dated or remain outstanding. Communicate with districts/county auditor's office regarding the status/resolution/outcomes of the check reconciliation.

Process cancelled vendor warrants; prepare documents and submit to county auditor; process cancellation in appropriate computer system; request copy of warrants; place stop payment of vendor warrants with bank as necessary; process stop payment in automated accounting system; complete related forms to record stop payment for the county auditor.

Input a wide variety of financial and statistical data into an assigned computer system; establish and maintain automated records and files; initiate queries, manipulate data and generate a variety of computerized reports; assure accuracy of input and output data; specifically, perform the check printing process for Accounts Payable (AP) vendor checks (weekly), Emergency AP/Payroll checks (as needed), Fringe Benefit checks (twice a month), and the printing of all 1099's for all districts (annually). Log into each district database and post the cash disbursement journal to ensure proper posting to the district's general ledger.

Calculate, post, audit and adjust journal entries; update accounts to reflect revenue and expenditures; audit accounts for errors and make appropriate adjustments; reconcile various fiscal statements to assure accurate fund accounting; assure financial statements and cash amounts match organizational records as assigned; initiate account transfers and other transactions as needed; specifically, perform the retrieval process and submission of the data file (TC36/50) for each AP batch, emergency check, fringe benefit run, and payroll run, AP/Payroll void to the county auditor's office.

Perform the retrieval process and submission to the IRS of the mag-media file for the 1099 function for the districts.

Process emergency and ~~hand-written~~ vendor warrants; receive and process requests from districts; process warrants and prepares related paperwork.

Process payroll vendor warrants; separate taxes and retirement warrants and distribute to other staff for processing; sort and distribute warrants to districts.

Determine appropriate account codes and prepare journal entries to distribute tax revenues to the districts. Create and maintain AR/Charge codes in each district database to correctly post revenue.

Maintain current knowledge of legislation related to accounts payable or other assigned activities; attend conferences and conduct research; update procedures as necessary in and auditing procedure manual and distribute to school districts.

Provide training to new County employees and new district accounts payable/accounts receivable employees as assigned.

Operate a computer and assigned software; operate standard office equipment; drive a vehicle to district sites as needed.

OTHER DUTIES:

Provide assistance and support to district advisors as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures and techniques involved in the processing of district's accounts payable reports.

Methods, procedures and terminology used in technical accounting work.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Data control procedures and data entry operations.

Policies and objectives of assigned programs and activities.

Use and processing of purchase orders, invoices and related documents.

General accounting and business functions of an educational organization.

Applicable laws, codes, regulations, policies and procedures including government codes and regulations, and the California Schools Accounting Manual requirements.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Mathematical computations.

Technical aspects of field of specialty.

ABILITY TO:

Perform a variety of technical activities involved in auditing school district accounts payable records and reports, preparing spreadsheets and related fiscal reports, and processing of warrants, deposits and monthly apportionments.

Update and distribute information to districts regarding State and federal regulations and financial reporting requirements.

Serve as a technical resource to personnel and districts concerning assigned functions.

Assure schedules and time lines are met.

Prepare and maintain a variety of automated and manual records, files and reports.
Interpret, apply and explain policies, procedures, rules and regulations.
Understand and follow oral and written instructions.
Work independently with little direction.
Operate standard office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Type or input data at an acceptable rate of speed.
Add, subtract, multiply and divide quickly and accurately.
Establish and maintain cooperative and effective working relationships with others.
Analyze, prepare and audit a variety of financial, statistical and budgetary reports, statements and records.
Compare numbers and detect errors efficiently.
Reconcile, balance and audit assigned accounts and budgets.
Reconcile various fiscal statements to assure accurate fund accounting as assigned.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Determine appropriate course of action within clearly defined guidelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in accounting, finance or related field and four years accounting or financial record-keeping experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and calculator.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.