

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: School Fiscal Technician

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

To perform routine fiscal record-keeping and/or auditing duties within prescribed guidelines for a designated school office; to provide administrative secretarial/clerical support to a school site administrator and to the operations of the school office. This job class requires the use of initiative, organizational skills, problem-solving skills, and independent judgment in the process of routine administrative details. Employees in the job class receive general supervision within a framework of standard policies and procedures.

ESSENTIAL/TYPICAL DUTIES: *The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.*

Performs routine fiscal record-keeping and/or auditing duties within prescribed guidelines; monitors, records and maintains budget, account balances and expenditures; submits budget revisions and corrections

Establishes open accounts, prepares purchase requisitions; processes accounts receivable and accounts payable; prepares and submits invoices; resolves invoice discrepancies; and works with vendors as necessary

Receives and reviews financial reports and informs the site administrator of budget status, accounting procedures, and other matters affecting the student/instructional program's financial solvency

Examines, audits, reconciles, and/or verifies warrants, requisitions, invoices, deposits, and/or other accounting documents or records

Provides administrative secretarial/clerical support to a school site administrator and supports the operations of the school office

Receives, processes, facilitates, and disseminates student/instructional program information between the school office, school districts, public, and community agencies, parents, staff, and students; maintains the confidentiality of sensitive information and ensures timely responses as necessary

Inputs, edits and maintains data for specified data base or information system

Compiles, proofs, assembles and organizes a variety of records, files, documents, and data/information

Responds to inquiries both on the telephone and in-person; distributes incoming mail

Establishes and maintains school staff filing systems

Receives and responds to requests relating to student files including, but not limited to, enrollment intake, student withdrawal and attendance

Prepares student registration, and withdrawal packets; maintains and updates student waiting/contact lists and/or bus transportation routes

Operates a desktop computer, typewriter, duplicating and fax machines, and other peripheral and standard office equipment in the course of assigned functions

Types, develops, and prepares a variety of correspondence, reports, memorandums, forms, evaluations, newsletters, requisitions, and purchase orders

Orders supplies and equipment and maintains related inventory

Performs related duties as required.

EMPLOYMENT STANDARDS

Possession of:

A valid California Driver's License with a driving record that meets the County Office of Education's insurance requirements

Knowledge of:

Effective office principles, procedures, practices and methods including indexing, filing systems and maintenance, telephone techniques, business correspondence and report writing

Modern office equipment including desktop computer, typewriter, and calculator

Basic fiscal record-keeping, budgeting and auditing

Office application programs utilized for accounting, word-processing, and data base system purposes

Applicable state and federal laws, rules, and regulations

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

Ability to:

Perform or demonstrate the ability to perform a variety of fiscal-related and account record-keeping work

Perform a variety of administrative support work with speed and accuracy

Understand, learn, analyze and interpret fiscal record-keeping, budget operations and related documents

Communicate effectively and tactfully in both oral and written form

Interpret and apply applicable state and federal laws, rules, regulations, procedures, and policies

Use discretion in organizing activities and setting priorities to meet established deadlines

Establish and maintain a variety for filing systems for students, staff, and the assigned student/instructional program

Prepare a variety of correspondence, memorandums, forms, and concise reports

Identify problem areas or situations, evaluate problem causes, and select appropriate action to resolve identified problems

Make accurate arithmetical calculations with increased speed

Analyze information and materials and formulate conclusions

Operate office equipment including, but not limited to, desktop computer, copy machine, fax machine, calculator and other peripheral equipment

Use a variety of financial and student on-line systems and software application programs

Keyboard/type at a rate required for successful job performance

Establish and maintain effective working relationships with those contacted in the performance of required duties

TRAINING AND EXPERIENCE

Generally, the required knowledge and abilities would be acquired through at least one year of experience performing fiscal support and/or accounting record-keeping duties preferably for a school district, public agency or non-profit employer.

BARGAINING UNIT: Office, Technical, and Business Services (OTBS) Unit

WORKING CONDITIONS: Duties are primarily performed in an office environment while sitting at a desk operating a computer terminal. Incumbents are subject to extensive public contact with school districts, external agencies, parents, and other individuals seeking.

PHYSICAL DEMANDS: Use hands and fingers to operate desktop computer keyboard or other office equipment, reach with hands and arms, stoop, kneel, or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person.

Approved by Personnel Commission: September 13, 2007
Revised: 11/12/2009