

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: FISCAL TECHNICIAN II**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform complex analytical and technical bookkeeping work involved with financial record-keeping, maintenance of financial and statistical records; communicate with various school sites and/or departments including but not limited to the offices of Budget, Payroll, Human Resources, Purchasing and Accounting.

#### **DISTINGUISHING CHARACTERISTICS:**

The Fiscal Technician II classification performs advanced fiscal work involved in analyzing, auditing, reconciling, reporting and may be involved in supporting the work of others. Performs a variety of complex and diverse fiscal duties using independent judgement and action. The Fiscal Technician I classification performs a variety of technical program and record-keeping duties.

#### **ESSENTIAL FUNCTIONS:**

Perform higher level technical calculations and analyses to prepare various categorical program budgets.

Perform monthly statistical analyses and comparisons of programs' expenditures in relation to the approved budget; work closely and cooperatively with designated administrators to assist in the monitoring and maintenance of assigned budgets.

Receive and prepare budget revisions for submission to the Budget Department. Work with Accounting and Budget to reconcile anomalies; improve accuracy of reports.

Adjust prior year budget into current year and implement additional funding requests related to assigned grant budgets.

Assist school fiscal managers in preparing their budgets and monitoring their expenditures.

Work closely with school sites to prevent over expenditures, to assure that fiscal records are accurate, and to establish clear audit trails.

Prepare and/or review purchase requisitions, warehouse orders, time sheets, and personnel action forms to assure justification with school plan and to maintain budget control.

Maintain personnel records of categorical program employees including FTE, hours worked, work year, salary and benefit costs; provide accurate and timely personnel data for school sites.

Coordinate budget-related tasks within the assigned office; monitor budget revisions; balance monthly budget reports or related reports; ensure compliance with federal and state laws, rules and regulations. Prepare fiscal reports as needed.

Perform advanced bookkeeping work involved with financial record-keeping and maintenance of financial and statistical records for assigned programs.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures, and terminology used in accounting work, including financial and statistical record-keeping techniques.

Office methods, procedures, operation of equipment and software.

District organization, operations, policies and objectives.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Perform general and fiscal clerical work of average difficulty.

Make arithmetical calculations quickly and accurately.

Post records quickly and accurately.

Understand/follow oral and written instructions.

Maintain consistent, punctual and regular attendance.

Review and inspect financial or statistical records.

Sit for extended periods of time.

Apply pertinent school district and departmental policies, laws, rules, regulations and governmental guidelines.

Establish and maintain cooperative and effective working relationships with others.

Maintain confidentiality of sensitive and privileged information.

Conduct research, compile, and verify data.

Prioritize, plan, and organize work.

Meet deadlines.

Operate a computer and assigned equipment.

Answer telephone and greet the public courteously.

Effectively communicate in order to exchange and understand information.

Read and analyze a variety of materials.

Type at a minimum of 35 words per minute from clear copy.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school or GED supplemented by college-level course work in accounting or related field and three years clerical accounting experience maintaining computerized financial and statistical records.

**LICENSES AND OTHER REQUIREMENTS**

Typing certificate with a net 35 words per minute minimum.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**BOARD APPROVED:**