

SPECIALIST I-Fiscal Services

DEFINITION:

Under the supervision of the Director- Fiscal Services or designee, provides support for district budget development; prepares budget, revenue and expenditure analysis; performs professional accounting, budgeting and financial functions; performs technical financial tasks in attendance accounting.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Forecasts revenue and expenses trends; assures expenditures remain within budget limits and in accordance with established requirements.
- Assists with development and management of categorical programs with appropriate personnel to set up budget categories; creates and maintains spreadsheets to monitor budget expenditures; reviews and verifies available funds.
- Performs a variety of specialized technical financial tasks and functions related to attendance accounting and record keeping.
- Reviews attendance records and reports for accuracy and compliance with applicable laws, codes, rules and regulations; ensures accuracy of input and output data.
- Manages the receipt, audit, and balancing of reports from school attendance offices, including special schools.
- Monitors class size, enrollment, bell schedule, and kindergarten retention compliance with State legislation.
- Creates journal entries and budget adjustments.
- Prepares budget adjustments to assure budgets are in agreement with award documents.
- Coordinates with principals and administrators about the status of their budgets.
- Monitors time accounting for multi-funded positions by collecting required documentation that verifies services specified in designated programs.
- Performs various accounting functions.
- Prepares and maintains various accounting related spreadsheets.
- Balances assigned accounts and prepares monthly account reconciliations.
- Posts/enters data, verifies input/output, researches discrepancies and corrects as necessary.
- Attends appropriate meetings, seminars, and conferences applicable to job requirements.
- Performs other duties and assume other responsibilities as may be assigned.
- Assists school sites in managing associated student body (ASB) accounts and funds; develops and maintains effective procedures for ASB offices; trains ASB staff and fiscal staff regarding ASB policies.

QUALIFICATIONS GUIDE

Knowledge of:

- General accounting principles, practices, procedures and methods.
- Attendance policies, procedures, terminology and attendance accounting methods.
- Basic accounting terms and procedures.
- Computer application programs for accounting, databases and word processing.
- Applicable state/federal laws, District policies and regulations governing school districts.
- Preparation of financial statements and comprehensive accounting reports.
- Accounting functions of categorical programs.
- Financial and statistical analysis techniques and principles.
- Basic methods, procedures and practices of financial and statistical record keeping.
- Data control procedures and data entry operations.
- Basic research data collection procedures and composition techniques.
- Modern office practices, procedures, methods, and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.

Ability to:

- Communicate and work effectively with others.
- Perform complex accounting tasks that involve the exercise of independent judgement.
- Understand and interpret a wide variety of policies, laws, rules and regulations.
- Formulate and carry out recommendations regarding attendance processes.
- Work with a high level of independence and with little direct supervision.
- Organize and prioritize work and adhere to established deadlines.
- Understand, speak, read and write English at a level sufficient to perform required duties.
- Generate comprehensive written reports involving complex data in a proficient manner.
- Operate a computer and assigned software to enter data, maintain records and generate reports.
- Evaluate and project annual income and expenditures to determine budget requirements.
- Maintain accurate financial and statistical records.
- Analyze financial data and prepare reports, forecasts and recommendations.
- Work independently with little direction.
- Meet schedules and time lines.
- Plan and organize work.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION/EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting, finance or related field and two years accounting experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting for extended periods of time.
- Bending the waist, kneeling or crouching to file and retrieve materials.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.
- Seeing to read a variety of materials.

WORK ENVIRONMENT:

Indoor/Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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