

**FISCAL SERVICES ASSISTANT
(Confidential Management)**

DEFINITION

Under the general supervision of the Sr. Director of Fiscal Services, performs responsible technical and clerical functions in support of the Fiscal Services Department; relieves an administrator of clerical and administrative detail by coordinating, organizing, and participating in the various operational aspects of the Fiscal Services Department; performs entry level maintenance of financial, statistical and position control records, performs entry level accounting and reporting functions; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- ▶ Performs office management duties for the Fiscal Services Department, including answering of routine inquires and correspondence in a timely manner, maintaining an action calendar, scheduling appointments, conferences and meetings, and a variety of other operational details.
- ▶ Assists in the preparation of materials and documents pertaining to the Governing Board meeting agenda.
- ▶ Performs a series of technical and clerical activities in support of the business operation processes in the Fiscal Services Department, i.e. Payroll, Accounts Payable, Accounts Receivable, General Accounting, ASB Accounting and Attendance.
- ▶ Analyzes, audits, and verifies the accuracy of various financial and statistical reports and records.
- ▶ Compiles and prepares fiscally related management data, including but not limited to letters, memos, financial summaries, statistical graphics, presentations, and investigative reports.
- ▶ Performs complex and difficult mathematical calculations and verifies computations in support of the business operation processes in the Fiscal Services Department, i.e. Payroll, Accounts Payable, Accounts Receivable, General Accounting, ASB Accounting and Attendance.
- ▶ Performs duties with the use of advanced data management programs/software.
- ▶ Possesses knowledge of rules and regulations of the board policy, labor agreements, state, federal, and local governments, and interprets as it relates to fiscal operations.
- ▶ Assists in the implementation of various business operation systems, along with the development and facilitation of district wide training.
- ▶ Compiles sensitive and confidential data in support of collective bargaining, special investigations, and/or audits.

QUALIFICATIONS

Knowledge of: Principles and methods of accounting, budget planning, position control management and internal control processes; financial record management, procedures and techniques; GAAP, California School Accounting Manual legal mandates, current practices and procedures; computer-based financial management systems; effective communication and time management skills.

Ability to: Interpret and effectively communicate accounting, information pertaining to budget, regulations and guidelines; prepare clear and accurate financial data and written communication; perform complex and difficult mathematical calculations and verify computations; understand and carry out oral and written directions; meet critical reporting deadlines; establish and maintain cooperative working relationships; work with a variety of financial software programs. Coordinate, organize, and execute any clerical function in support of the Fiscal Services Department.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- ▶ will exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- ▶ will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crunch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- ▶ must possess the ability to hear and perceive the nature of sound
- ▶ must possess visual acuity and depth perception
- ▶ must be capable of providing oral information, both in person and over the telephone
- ▶ must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Education: Verification of a High School diploma, a GED certificate, or a higher degree preferred.

Experience: Four years of experience in accounting, budget control, financial planning and/or payroll. Experience in an educational agency preferred. One year of experience may be substituted with a Bachelor's degree, from an accredited college or university, with a major in accounting, finance, business administration, or economics.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier.