

FISCAL SPECIALIST

DEFINITION

Provides service to schools and Educational Service Center staffs by performing complex fiscal and operational tasks, and analyzing and interpreting policies, procedures, and records related to school fiscal management.

TYPICAL DUTIES

Assists schools in developing their budgets based on the appropriate program requirements and District policies.

Performs a variety of analytical tasks related to financial or administrative activities involving some of the following functions:

Provides technical assistance to schools, Educational Service Center administrators, and other staff in the management of a wide variety of school financial activities, including: General and Categorical Fund budget development, implementation, and transfers; position control process; payroll processing, imprest funds, p-cards, requests for personnel actions and procurement procedures.

Reviews and processes school-based budget adjustment requests and processes requests in accordance with State and District regulations, policies, and principles of sound financial management.

Analyzes and prepares a variety of special reports, including projections of budget and expenditures for use in managing fiscal resources at school sites.

Identifies changes in position funding sources and initiates actions to meet program requirements and financial obligations.

Analyzes and reviews school budgets for staff requirements to ensure compliance with guidelines developed by the District, California Department of Education and the State Controller's Office, and to identify potential deficits and prevent overdrafts.

Serves as a liaison between schools and central office staff in areas such as accounts payable, attendance and enrollment, payroll, procurement, and other functions within school and District operations.

Utilizes and provides assistance to school-based personnel with computer-based financial, budget, and administrative systems.

Reviews and recommends modifications or updates to of rules, policies, and procedures in order to recommend or establish and maintain financial controls.

Confers with District personnel, community groups, and others to obtain and/or impart information related to financial and administrative operations as well as to explain procedures and regulations.

Trains school personnel, central office staff, and parents in fiscal management and budget policies. Navigates and processes transactions and provide on-the-job training in technical systems, including SAP transactions and School's Front End for school based personnel.

May develop and maintain accounting procedures and reports and provide technical advice and services to school-based and Educational Service Center staff.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Fiscal Specialist provides budgetary and financial services to school and Educational Service Center staffs.

A Fiscal Services Manager supervises and participates in budget preparation and modification, expenditure analysis, and budget adjustments for schools, Educational Service Centers, programs, or at the District level.

A Senior Financial Manager is responsible for the student body and cafeteria financial functions in a senior high school.

SUPERVISION

General supervision is received from a Fiscal Services Manager or other financial or budgetary administrator. Technical supervision is exercised over school-based and Educational Service Center clerical and financial management personnel regarding fiscal matters.

CLASS QUALIFICATIONS

Knowledge of:

- Payroll principles and policies
- District budgetary practices and procedures
- District organizational units and functions
- District rules, procedures, and guides applicable to personnel assignments and compensation
- Applicable rules and regulations of specially funded programs
- District applications for budgetary records and reports
- Microsoft Office

Ability to:

- Analyze customer problems and respond in a timely manner
- Apply basic budgetary and accounting practices and make valid analyses and comparisons
- Use critical judgment in the evaluation of data and make accurate calculations
- Recognize errors in numerical data
- Prepare and present clear and concise reports
- Operate a computer and peripheral equipment
- Analyze policies and procedures to solve problems
- Use oral and written English effectively
- Work effectively with District personnel, parents, students, and community and business representatives

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency at the high school level. Completion of 12 college semester units or equivalent quarter units in accounting, finance, or mathematics is preferable.

Experience:

Two years of full-time experience in the preparation or maintenance of school district budget or accounting records.

or

Three years of experience maintaining a school office by performing and supervising clerical work related to budgeting, student body, time reporting, procurement, imprest fund, and personnel actions.

A bachelor's degree from a recognized college or university, may be substituted for up to one year of the required experience.

Special:

A valid California Driver License
Use of an automobile

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
06-23-14
JPK²