

SENIOR EARLY CHILDHOOD EDUCATION DIVISION FISCAL TECHNICIAN

DEFINITION

Performs the more complex clerical and technical duties in connection with reviewing the eligibility and fee status of parents and guardians for admission or recertification of children in District Early Education Centers, and elementary schools that operate a California State Preschool Program; assists in maintaining District compliance with State and federal regulations by participating in the development of procedures that comply with grants and contracts; and reviews enrollment statistics to assist in maximizing funding.

TYPICAL DUTIES

- Interprets State mandated enrollment and eligibility program guidelines based on funding terms and conditions and program requirements for child development programs.
- Trains and advises District administrators, Early Education Center Office Managers, School Administrative Assistants, and other District personnel regarding adherence to program policy, guidelines, funding requirements, and the use of Early Education Student Information System applications.
- Advises administrators, Early Education Center Office Managers, School Administrative Assistants, and other District personnel at centers and elementary schools that operate a California State Preschool Program on enrollment priorities to maximize program funding.
- Reviews for accuracy and completeness and follows-up on applications and related documents used for determining eligibility and required fees for admittance to Early Education Centers and elementary schools that operate a California State Preschool Program.
- Checks records of original entry and reentry of children into centers against reports of attendance and fees, and contacts centers if proper applications are not on file or if fees are improperly applied.
- Collects and reviews enrollment statistics at all centers and elementary schools that operate a California State Preschool Program on a weekly basis, reconciles data with information on file, and prepares reports.
- Requests periodic income statements and supporting documentation from parents or guardians who are self-employed, analyzes statements, determines eligibility, determines gross monthly income from application data, and applies appropriate fees.
- Notifies site administrators at Early Education Centers and elementary schools that operate a California State Preschool Program regarding children who are ineligible and of exclusions directed by hearing officers.
- Assists in the revision or development of enrollment and eligibility forms, as needed, to ensure adherence to grant and contract specifications.
- Notifies centers when parents or guardians need to submit documents more frequently than is typically required.
- Assists Early Education Center Office Managers, School Administrative Assistants, and other District personnel in the preparation and organization of documents for review by State and federal auditors.
- Provides additional support and assistance to Early Education Center Office Managers, School Administrative Assistants, and administrators through regular site visits.
- Informs center locations regarding documentation, eligibility, fee requirements, and reasons for exclusion of children from centers.
- Acts as a resource at appeal hearings regarding various program-related matters.
- Audits data from applications and other sources processed into the computer-based EESIS system.

Reconciles bank accounts and statements.
Prepares periodic accounting statements, reports, distributions, and trial balances.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Accounting Technician II performs a variety of complex clerical accounting duties including posting verifying, checking, or calculating data; prepares statements, reports, and trial balances; checks accounting documents; classifies expenditures or receipts as to accounts; prepares disbursement vouchers; and may substitute for higher-level accounting clerical personnel.

A Senior Early Childhood Education Division Fiscal Technician supervises the work of two or more Accounting Technician II and participates in the work of a unit responsible for determining eligibility of and fees for Early Education Center patrons.

An Early Education Center Office Manager performs and is responsible for the clerical activities of an Early Education Center, acts as secretary to the site administrator, prepares financial and personnel reports, and has extensive contact with parents and guardians regarding confidential information.

SUPERVISION

Senior Early Childhood Education Division Fiscal Technicians receive general supervision from a Fiscal Services Manager. General supervision is provided to Accounting Technician II.

CLASS QUALIFICATIONS

Knowledge of:

- Laws and rules pertaining to application procedures and eligibility requirements for admission to Early Education Centers and elementary schools that operate a California State Preschool Program
- Schedules of fees charged for child care services
- Locations of centers and services provided
- Basic functions, uses, characteristics, and operations of office computer systems
- Principles of supervision and training
- Microsoft Word, Excel, and Outlook

Ability to:

- Analyze information for adherence to specifications of grant and contract documents
- Apply and explain laws, rules, and policies regarding application for admission and recertification of eligibility for services at Early Education Centers and elementary schools that operate a California State Preschool Program
- Extract pertinent information from application forms, detect apparent discrepancies, and apply fee schedules
- Deal tactfully with principals, staff, parents, guardians, teachers, and auditors at Early Education Centers and elementary schools that operate a California State Preschool Program
- Work effectively under the pressure of a heavy workload with frequent interruptions
- Communicate compliance and enrollment procedure information clearly
- Keep information confidential
- Keep accurate and detailed records and write legibly
- Operate office machines, such as a scanner, calculator, and personal computer

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in office practices and procedures, business arithmetic, business English, and office computer operation.

Experience:

Two years of clerical experience, including six months using Microsoft Word and Excel. Experience with Power Point and Access is preferable. Proof of successful completion of at least one computer course in either Microsoft Word or Excel at a recognized institution may be substituted for the required computer experience. Experience providing work direction is preferable.

Special:

Use of an automobile
A valid California Driver License

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
03-13-13
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Reviewed
10-10-18
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