

San Diego County Office of Education
Personnel Commission

FINANCIAL REPORTING TECHNICIAN

<u>Definition:</u>	Under general supervision, operates a computer to enter, extract, and assemble data for use in the preparation of various financial reports, summaries, and graphic presentation materials; assists the Financial Analyst, Business Specialist and Business Consultants in the performance of their assigned duties; maintains master file of financial reports.
<u>Typical Tasks:</u>	Operates a computer to extract, assemble, and compile appropriate data for the generation of financial reports, summaries, and arrays; automates the extraction/manipulation of school district budget data and imports it to a database to create customized reports by using complex queries and Visual Basic programming/macros in MS ACCESS and MS Excel; prepares or assists in the preparation of State reports and documentation, and submits these to management staff for analysis; reviews computer-generated reports for accuracy, completeness, and compliance with standards and criteria required by funding agencies; submits corrections or notifies others of discrepancies; accesses the Internet and downloads, edits, formats, prints, and distributes information; creates charts, graphs, and other presentation materials; makes copies and maintains master historical files of financial reports and documentation; collects, assembles, and distributes documents and other materials, as required; contacts and responds to inquiries from school districts, other SDCOE units, and local and State agencies to provide and obtain information regarding financial reporting software and its use; prepares special and routine correspondence; performs related duties as required.
<u>Working Conditions and Physical Abilities:</u>	Office setting. Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.
<u>Minimum Qualifications:</u>	Knowledge of: computer spreadsheet software. Ability to: use complex queries and Visual Basic programming/macros in MS ACCESS and MS Excel to automate the extraction/manipulation of data and import it to a database to prepare financial reports; perform computational tasks accurately; interpret numerical data for the purpose of selecting appropriate data for inclusion in reports; create macro instructions to facilitate the compilation of data; compose written correspondence; understand oral and written instructions; and to use Internet browsers to retrieve reports and files.

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Experience and
Education:

Training and experience which would clearly demonstrate possession of the knowledge and abilities described above. Typical qualifying experience would include formal training or coursework in accounting, computer science or related field, and two years work experience involving the use of computer spreadsheet applications.

Established: 3/04

Revised: 9/05

Approved by the Personnel Commission: March 24, 2004