

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE:**       **Fiscal\_Technician**

**DEFINITION:**

Under general direction performs complex and difficult fiscal and accounting functions, and performs other related work.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL FUNCTIONS:**

Maintains general ledgers, income ledgers, and expenditure ledgers.

Distributes Federal and State apportionments.

Compiles data for special and regular financial and attendance statements and reports.

Determines if expenditures have been made in accordance with procedures.

Prepares a variety of difficult and specialized accounting and attendance reports.

Audits reports for accuracy and completeness and submits to appropriate agencies.

Communicates with school districts on accounting and attendance problems and reports.

Coordinates scheduling for processing month-end reports.

Assists Integrated Technology\_Services in improving and implementing systems.

Maintains input and output controls on data submitted to computer for updating records.

Assists as liaison between the unit and state and county agencies.

Interprets complex rules, regulations, policies and procedures related to accounting and attendance functions, and provides explanations for compliance to employees and staff of county school districts.

Contacts and responds to inquiries from school districts, other SDCOE units, local and state agencies.

Trains staff on the use of related software.

**NON-ESSENTIAL FUNCTIONS:**

Performs related duties as assigned.

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

None

**EDUCATION AND EXPERIENCE:**

Qualifying education and experience would most likely include the completion of college-level accounting, financial or business courses and substantial work experience involving the

application of accounting and bookkeeping principles including collecting, classifying and summarizing fiscal transactions, maintaining entry accounts and preparing periodic statements and reports. Experience must include significant use of both Microsoft Excel and Access to perform accounting duties.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Accounting clerical methods, forms and techniques

Office practices and procedures related to processing and recording transactions of accounting or bookkeeping information

The general purpose and functions of equipment and its applications to accounting and budgeting processes

Thorough knowledge of computerized systems of accounting including ~~general~~ knowledge of Excel, Access, and other computer applications

#### **ABILITY TO:**

Interpret and analyze transactions related to accounting codes and classifications, computer printouts and reports

Make arithmetical computations accurately

Operate adding machines

Identify and reconcile differences within the recordkeeping system

Follow oral and written instructions

Utilize a computer and software including Excel and Access

Communicate effectively orally and in writing

Establish and maintain cooperative relations with staff and district personnel

Work under pressure

Handle multiple assignments

### **WORKING CONDITIONS & PHYSICAL ABILITIES:**

Office setting.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

Established: May 4, 1990

Revised: 05/90, 11/02; 11/03, 05/07, 10/07, 10/13