

Pierce Joint Unified School District

Job Description

JOB TITLE:	FISCAL SPECIALIST		
SALARY SCHEDULE:	Confidential		
DEPARTMENT:	District Office	LOCATION:	District Office
REPORTS TO:	Business Manager	BOARD APPROVED:	5/19/2016

Summary: Under the direction of the Business Manager, the Fiscal Specialist performs a variety of technical and independent accounting duties related to the preparation, maintenance, monitoring, and review of financial records, accounts and reports related to accounts receivable, accounts payable, cafeteria fund and fiscal reporting; process accounts receivable and accounts payable; assure compliance with established District policies, procedures and governmental regulations. The Fiscal Specialist will access, analyze, and prepares reports concerning confidential information related to the District's employer-employee relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review purchase requisitions and accounts payable transactions for accuracy and conformance with approved budget limitations and compliance with State Education Code, regulations, requirements, policies, and procedures; enter purchase orders and pay vouchers on the computer; run pre-lists and verify the accuracy of invoices as required and submit for audit according to established procedures.
- Research problems; tracing payments, credits, invoices; contact vendors, suppliers, contracting agencies and/or consultants as necessary to find appropriate answers in a timely manner.
- Prepare and maintain a variety of periodic reports and accounts, including monthly cafeteria reports, 1099 reports, sales tax reports, contracts, inventory, facility use, and others as assigned.
- Assure the proper use of codes, corrects errors, perform required adjustments; direct and assist staff with a variety of accounts payable issues, balances, changes, journal entries and reporting requirements.
- Serve as an assistant to the Business Manager dealing with a variety of sensitive, confidential, and/or privileged matters concerning employer-employee relations and collective bargaining negotiations.
- Gather collective bargaining data, and prepare confidential correspondence and reports related to negotiations and administration of collective bargaining agreements.
- Enters journal entries, budget transfer, and various accounting transactions in the financial system.
- Assist in Developer Impact Fees imposition, processing and files.
- Operate a variety of office equipment, including a computer, printer, ten-key calculator, and various financial software applications. Maintains a filing system.
- Be available to assist auditors for accounts payable, accounts receivable, and cafeteria fund reporting questions.
- Interface with the County Office of Education.
- Attend and participate in workshops related to duties assigned.
- Cross-train with Payroll/Personnel and Executive Administrative Assistant positions.
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Accounting and auditing principles, practices and procedures, including all state and county requirements.
- Data processing systems and software applicable to accounting and auditing functions.

- Technical aspects related to assigned accounting duties

ABILITY TO:

- Process and record accounting transactions accurately.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain a cooperative and effective working relationship with others.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Utilize computer software to organize, sort, and report financial data.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed herein are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Any combination equivalent to: associate's degree in accounting or related field and three years increasingly responsible related accounting experience. Experience in a school setting is preferred.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

OTHER SKILLS AND ABILITIES: Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner.

PHYSICAL DEMANDS: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, and crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Due to the busy nature of a district office, the employee must be able to routinely work well under pressure and remain calm and tactful with students, parents, community members, and the staff. The noise level in the work environment is usually moderate.