



## FISCAL ASSISTANT

### **DEFINITION**

Under supervision, performs routine clerical and administrative support duties—in the preparation, maintenance, and processing of accounts payable, accounts receivable, payroll, expenditures, reimbursements, student accounts, and student aid transactions; posts, balances, adjusts, and maintains accounting and financial records; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or managerial personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

Initially under close supervision, incumbents learn and perform routine accounts receivable, accounts payable and student accounts duties. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

- Performs a variety of routine clerical support duties related to accounts receivable, accounts payable, and student accounts, including balancing, adjusting, and maintaining accounts and financial records according to established policies and procedures.
- Performs a variety of accounts payable duties for the bookstore and Associated Student Body (ASB), including auditing invoices and monitoring open purchase orders to ensure expenditures do not exceed budgeted amounts; orders banking materials for various District accounts.
- Performs various accounting duties to support District accounting functions; collects student fees; reconciles cash and voucher transactions.
- Reviews periodic reports from collections billing service or other systems to correct discrepancies or issues regarding potential losses of accounts; communicates and resolves questions, concerns or issues regarding a variety of financial and related student services transactions, including collection on overdue accounts and compliance with due diligence requirements.
- Performs District deposit transfers from local banks to the County Treasury Office; prepares spreadsheets of monies collected; enters transfer information into a computer; runs transmittal reports and issues checks from clearing accounts; provides audit trail for deposit transfers.
- Distributes income received by the County on the District's behalf to the appropriate District accounts including revenue from taxes, lottery, and State apportionment funds.
- Monitors various account funds, including numerous student club accounts; balances and prepares journal entries; posts cash receipts and cash disbursements into journals and posts to general ledger; makes journal entries to appropriate accounts accurately; adjusts and closes entries for fiscal year end.
- Prepares and maintains a variety of accounting-related records and reports to assure compliance with Education Codes and mandated requirements.

- Reconciles various District, bank statements for checking and money market accounts; verifies funds in accounts; corrects bank errors as needed.
- Answers questions from staff, outside vendors, and financial institutions regarding policies and procedures.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations and services of a comprehensive finance and accounting department.
- Basic general accounting practices and procedures.
- Methods and terminology used in general accounting.
- Methods and techniques of documenting and processing a diverse range of transactions.
- Cash handling procedures.
- Methods and techniques of posting cash receipts and disbursements to the general ledger.
- Methods and techniques of balancing accounting transactions.
- District policies with respect to receiving and processing monetary transactions.
- Methods and techniques of researching and resolving transactional discrepancies.
- Business mathematics.
- Principles and practices of financial record keeping.
- Applicable Federal, State, and local laws, regulatory codes, ordinances relevant to assigned area of responsibility.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Perform detailed accounting and financial clerical work accurately and in a timely manner.
- Interpret, apply, and explain applicable policies and procedures.
- Understand and comply with District financial transaction standards, policies, and procedures.
- Monitor assigned account funds and purchase orders to ensure funds are available and transactions are authorized.
- Make accurate mathematical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

Equivalent to completion of the twelfth (12th) grade.

Experience:

One (1) year of specialized clerical accounting experience.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.