



Approved by the Board of Trustees on September 12, 2023
FLSA: Non-Exempt

FISCAL SPECIALIST

DEFINITION

Under direction, performs a variety of difficult and complex technical accounting duties in the preparation, maintenance, and processing of accounting, budgeting, and related financial transactions; reconciles District bank statements and financial transactions; maintains and audits District financial accounts and records; assists in the preparation of financial reports, summaries, and analyses; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for performing the full range of technical and specialized accounting duties in the Fiscal Department, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

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 various complex and technical accounting duties to support District accounting functions; collects student fees; reconciles and balances cash and voucher transactions; performs billing for various financial aid awards; coordinates, signs and accounts for the disbursement of District financial aid funds; estimates cash needed for financial aid disbursements and Common origination and Disbursement (COD) reconciliations, signs financial aid checks for students.
- Performs a variety of accounts payable duties; audits invoices; monitors open purchase orders to ensure expenditures do not exceed budgeted amounts; orders banking materials for various District accounts.
- Performs a variety of accounts receivable duties; reconciles financial aid book vouchers; balances general ledger entries with invoices and follows-up on collections.
- Reviews periodic reports and billing for past due fees; reviews and prepares data for submission to the Chancellor's Office Tax Offset Program (COTOP) reporting process.
- Performs District deposit transfers from local banks to the County's 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.
- Monitors various account funds; balances and prepares journal entries; posts cash receipt 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.
- Assists in preparation of a variety of District internal, and federal and state financial reports.
- Reconciles various District department bank statements for checking and money market accounts; verifies funds in accounts; corrects bank errors as needed.
- Reviews budget and processes inter-fund transfers and other adjusting entries to ensure accuracy of accounts.

- Maintains categorical fund records; works closely with fiscal management in clarifying guidelines, and maintaining and monitoring categorical/restricted funds; reviews transactions and makes needed adjustments.
- Examines documentation to determine year-end entries, and interfund transfers; reviews transactions and makes needed adjustments for year-end closing; prepares documentation for annual audit.
- Assists with, and provides information for, auditing services for the District including annual independent, County schools, federal and state agencies and consortium districts; completes the Schedule of Expenditures for Federal Awards (SEFA) and Schedule of Expenditures for State Awards (SESA).
- Reconciles student grant overpayments and prepares payment to the District; reviews and prepares data for submission to 1098T forms and generates reports.
- Communicates and resolves questions, concerns, or issues regarding financial related student services issues, including collection on overdue accounts.
- Creates, sets up and revises term fee rate tables, rate table rules, and tuition fee rate tables when fee amounts change; ensures tables are functioning properly.
- Troubleshoots and resolves issues with respect to student fees, rate tables, data posting, table rules, erroneous or missing data, and refunds.
- Develops, assigns, and implements user log on/configuration for the financial management system allowing users to input requisitions for management approval and report generation.
- Develops and implements the Chart of Accounts field definitions/account components for the District budgets; determines codes to assign based on professional standards manual; ensures compliance with the current structure of fields and reporting requirements; sets up, creates, and revises general ledger account number components and account strings.
- 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.
- Terminology and practices of financial document processing and record keeping.
- Business arithmetic and financial techniques.
- Financial recordkeeping principles and procedures.
- Basic principles, practices, and procedures of accounting.
- Basic principles of public agency budget preparation, maintenance, and control.
- Methods and techniques of recording, receiving, and disbursing large amounts of cash.
- Principles and practices of grant program transaction monitoring, recording and reporting.
- Transaction reporting requirements for a diverse range of oversight agencies and/or funding sources.
- Methods and techniques of balancing statements and transactions.
- Methods and techniques of preparing and posting journal entries.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of data collection and report preparation.
- Principles and practices of financial record keeping.
- 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 diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and 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 paraprofessional accounting and budgeting work in assigned functional area.
- Interpret, apply, and explain accounting policies and procedures.
- Receive, count, reconcile, and maintain records related to funds collected or disbursed.
- Make accurate arithmetic, financial, and statistical computations and summaries.
- Compile financial information and assist in generating financial reports and statements.
- Monitor and maintain assigned funds and accounting transactions/activities.
- Assist in preparing financial reports and statements.
- Examine a diverse range of fiscal records and transactions to ensure proper processing and disposition.
- 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, procedural, and legal 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 an associate degree in accounting, business management or a related field.

Experience:

Three (3) years of increasingly responsible technical 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.