



**CLASS TITLE: FISCAL TECHNICIAN I**

**BASIC FUNCTION:**

Under the direction of a designated Fiscal Services Supervisor, perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, and purchasing; process and record various transactions; maintain various financial and statistical records and files.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, and purchasing; process, audit and verify accuracy of various financial forms, documents and transactions.

Research, compile, prepare and revise accounting data; maintain and update a variety of auditable financial and statistical records and files related to accounts, expenditures, revenue, programs, invoices, quotes, requisitions, purchase orders, transactions, inventory, vendors, and assigned activities.

Process accounts payable as assigned; collect, receive, sort, process and verify invoices; check invoices and match with purchase orders, receivers and other information; verify accuracy and completeness including signatures, pricing and vendor information; prepare invoices for payment.

Perform various clerical duties in support of fiscal and District operations as assigned; initiate, screen and route telephone calls, greet and assist visitors; compose, distribute and respond to a variety of correspondence; receive, sort, prepare, and organize regular and electronic records for retention; receive, screen, prepare, sort and distribute mail; duplicate and distribute materials.

Process accounts receivable as assigned; receive, process and verify incoming monies; issue receipts; check money totals against receipts and invoices to assure accuracy; prepare, calculate, balance and reconcile deposits and related paperwork; collect and account for various fees.

Serve as an informational resource to staff and various outside agencies concerning accounting and other assigned functions and activities; respond to inquiries and provide information concerning related accounts, transactions, practices, policies and procedures.

Prepare, process and verify a variety of financial transactions such as claims, reimbursements, fees, revenue, invoices, transfers and purchase orders; calculate and assure accuracy of outgoing warrants and payments.

Calculate, assemble, match, sort, tabulate, code, review and post a variety of financial and statistical data; identify, research and investigate errors and discrepancies; make corrections and adjustments as needed.

Input and update a variety of accounting data in an assigned computer system; initiate queries, develop spreadsheets and generate a variety of computerized lists, documents and reports; establish and maintain automated records and files; verify accuracy of input and output data.

Compare and reconcile various financial statements, journals, ledgers records, reports and documents to assure accurate fund accounting.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, scanner, computer and assigned software.

Maintain contact with vendors and staff to modify and clarify invoices and resolve discrepancies; verify reimbursement information with staff as needed; follow-up on and resolve issues with purchase orders, invoices, warrants and payments as needed.

Assist with year-end closing activities as required.

Perform other duties as assigned that support the overall objective of the position.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Methods, procedures and terminology used in clerical accounting work.

Financial and statistical record-keeping techniques.

Modern office practices, procedures and equipment.

Use and processing of invoices, purchase orders and related documents.

Data control procedures and data entry operations.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Arithmetic computations.

##### **ABILITY TO:**

Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable and accounts receivable.

Receive, review, verify and process invoices, purchase orders and other documents.

Maintain accurate financial and statistical records.

Process and record accounting transactions accurately.

Assemble, organize and prepare data for records and reports.

Compare numbers and detect errors efficiently.

Answer telephones and greet the public courteously.

Establish and maintain cooperative and effective working relationships with others.

Type or input data at an acceptable rate of speed.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

Make arithmetic computations with speed and accuracy.

Operate standard office equipment including a computer and assigned software.

Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training and experience equivalent to graduation from high school or equivalent, and 2 years of financial, statistical or fiscal recordkeeping, including experience working with an automated financial system. College level coursework in finance, accounting, business administration or closely related field is highly desirable.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.

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*Approved by Personnel Commission:* 09/19/2007

*Revised:* 08/18/2021