

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FISCAL SUPPORT TECHNICIAN - FOSTER CARE ED/IND. LIVING/CDC

BASIC FUNCTION:

Under the direction of the appropriate Director assist with the preparation of the financial records of an assigned office. Perform advanced accounting and related work in compiling, reviewing, monitoring and maintaining fiscal information necessary for monitoring, preparing and controlling grant and categorical funds; prepare audit and financial reports and recommendations.

REPRESENTATIVE DUTIES:

Perform advanced and complex accounting work in accordance with legal requirements, District policies, prescribed accounting system and generally accepted principles of accounting, with minimum supervision using independent judgment and discretion. (E)

Develop and recommend financial forecasts for program revenue based on enrollment. (E)

Develop and analyse expense projections based on required staffing. (E)

Monitor, track and maintain a variety of categorical funding sources including year end close of all categorical accounts. (E)

Prepare budget and budget narrative for grant proposals for multiple funding sources. (E)

Assemble, match, sort, tabulate, check and file financial statistical data. (E)

Maintain statistical records and/or process documents involved in financial transactions such as accounts payable, vendor claims, and payroll. (E)

Post, balance and adjust accounts; prepare monthly budget summaries. (E)

Prepare financial and statistical data for various reports, forms, files and records. (E)

Verify invoices, requisitions, purchase orders and similar documents and review expenditures. (E)

Provide information to staff concerning financial records and transactions. (E)

Monitor and track various accounts and budget runs to assure expenditures do not exceed appropriations and that expenditures are properly charged. (E)

Assist in other clerical support of assigned office, including typing and office receptionist work. (E)

Prepare purchase requisitions and maintain inventory of supplies and equipment. (E)

Reconcile, balance and maintain the integrity of general ledgers for budgeted amounts and computer-generated records; maintain computerized subsidiary accounting systems to reconcile to the general ledger. (E)

Prepare transfer journal entries with appropriate documentation for expense transfers between various funding sources. (E)

Respond to requests from independent auditors; provide information and assistance as requested. (E)

Research and apply laws, rules and regulations related to accounting functions including federal and state compliance and reporting requirements. (E)

Analyze and prepare Federal, State and local reports for categorically funded accounts and others as assigned; maintain accounting records for categorically-funded programs and grants; audit and review expenditures; interpret contracts to determine budgeting, billing and reporting requirements. (E)

Operate a variety of office machines including computer terminal, personal computer and calculator; implement and maintain computerized data to track data required. (E)

Train and support staff for budget tracing and preparation. (E)

Provide assistance in preparation of departmental budgets. (E)

Track and process timesheets. (E)

Perform related duties as assigned.

KNOWLEDGE OF:

- Oral and written communication skills
- Technical aspects of public accounting
- Accounting principles, practices and procedures
- Modern office practices, procedures and equipment
- Computer and software applications
- Basic governmental accounting principles
- Use of data processing terminals

ABILITY TO:

- Apply bookkeeping and financial record-keeping principles to the maintenance of fiscal and accounting records
- Ability to learn and apply appropriate laws
- Learn applicable sections of California Education Code and other Federal, State and County laws
- Review and resolve fiscal problems and draw accurate conclusions
- Make arithmetic computations with speed and accuracy
- Maintain accurate financial and statistical records
- Operate standard office machines such as typewriter, calculators, computer terminals and personal computers
- Learn office policies, rules and practices
- Prepare data processing input documents rapidly and accurately
- Understand and follow oral and written instructions
- Meet schedules and time lines
- Plan and organize work
- Maintain records and prepare reports
- Work confidentially with discretion
- Work independently with little direction
- Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: An Associates degree and three years of experience involving financial record-keeping.

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Sitting and operating a keyboard to enter data into a computer terminal for an extended period of time

Dexterity of hands and fingers to operate a a computer terminal, typewriter, and standard office equipment

Reaching overhead, above the shoulders and horizontally to retrieve files

Bending at the waist to maintain files

Hearing and speaking to exchange information on the telephone or in person

Seeing to assure entries are recorded accurately

HAZARDS:

Extended viewing of computer monitor