

## **YUBA COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: FINANCIAL AID FISCAL SUPPORT TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the Director of Financial Aid assist with the preparation of the financial records of Woodland Community College, Financial Aid 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. Complete electronic transmittals, file transfers to Federal and State agencies.

#### **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)

Perform return to title IV complex accounting requirements for program compliance. (E)

Develop and process electronic file transmittals for Federal and State funding. (E)

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

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

Monitor, track and maintain a variety of categorical funding sources including yearend 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 monitor support staff for budget tracing and preparation. (E)

Provide assistance in preparation of departmental budgets. (E)

Monitor and process timesheets. (E)

Perform related duties as assigned. (M)

**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

**ABILITY TO:**

Apply Federal and State regulations for administering Financial Aid funds  
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 Associate's degree and three years of experience involving Financial Aid or financial record-keeping.