

MODESTO CITY SCHOOLS

JOB DESCRIPTION

FINANCIAL SPECIALIST

DEFINITION:

Under the direction of an assigned supervisor, perform a variety of complex accounting and clerical work pertaining to District budgets; maintain and monitor assigned financial records; perform complex budgetary and financial projections in accordance with established policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reconcile accounting records and reports for assigned budgets, Associated Student Body accounts and programs with various internal and external reports; balance revenue and expenditures to determine and make appropriate corrections.
- Perform statistical analyses and comparisons of program expenditures in relation to approved budgets, including site budgets; monitor budget expenditures for compliance and funding approval, audit trail and budget controls; reconcile clearing accounts.
- Review and evaluate financial statements, records and reports to assure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles; review accounts, identify errors and make appropriate adjustments.
- Develop, maintain and submit complex spreadsheets and other documentation utilized in preparation of various financial reports, projections and analyses; prepare, audit and enter District expenditure and appropriation transfers; process county transfers and revenue notices.
- Assemble, match, sort, tabulate, check and post a variety of financial and statistical data; process and analyze a variety of financial forms, applications and statements; audit invoices for accuracy and completeness regarding cost calculations; prepare and distribute payments as required.
- Input a variety of financial and statistical data into an assigned computer system; maintain various automated records and files; initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and statements; assure accuracy of input and output data.
- Serve as a technical resource to personnel, outside agencies and others concerning assigned accounting functions; respond to inquiries and provide technical information concerning related accounts, funds, transactions, records, standards, laws, regulations, policies and procedures.
- Compare receipts, statements, records, reports and summaries to identify errors and resolve discrepancies.
- Compile, research and evaluate a variety fiscal information related to assigned fiscal functions; assemble and distribute related materials; assure mandated reports are submitted to appropriate agencies according to established time lines.
- Assist designated departments and programs in the maintenance and evaluation of budgetary records and data as assigned; monitor funds for income and expenditures; calculate, prepare and revise budgetary data.
- Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Operate a variety of standard office equipment including a computer and assigned software.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or related field and three years clerical accounting experience.

Knowledge of:

- Methods, procedures and terminology used in specialized accounting work.
- Generally accepted accounting principles, practices and procedures.
- Preparation, review and control of assigned accounts.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Record retrieval and storage systems.
- Policies and objectives of assigned programs and activities.
- General accounting and business functions of an educational organization.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Technical aspects of field of specialty.
- Arithmetic computations.
- Operation of a variety of standard office equipment including a computer and assigned software.

Ability to:

- Prepare and audit a variety of financial and statistical reports, statements and records.
- Reconcile, balance and audit assigned accounts.
- Prepare and analyze comprehensive accounting statements and reports.
- Maintain accurate financial and statistical records.
- Calculate, post and adjust journal entries including income and expenditures.
- Compare numbers and detect errors efficiently.
- Reconcile various fiscal statements to assure accurate fund accounting as assigned.
- Resolve financial issues, errors and discrepancies.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Perform arithmetic calculations quickly and accurately.
- Plan and organize work.
- Meet schedules and time lines.

WORKING CONDITIONS:

Work Environment:

- Office environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 11/21/06

Unit Approved: 3/14/07

Board Approved: 3/26/07

FLSA Status: Non Exempt

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