

MODESTO CITY SCHOOLS

JOB DESCRIPTION

FINANCIAL TECHNICIAN ALTERNATIVE EDUCATION

DEFINITION:

Under the direction of the Principal, perform technical budgeting and financial accounting work at assigned Alternative Education sites; maintain integrity of site budget, maintain and analyze Associated Student Body and site financial and statistical records; provide information related financial and budgeting policies in accordance with District and State policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of technical financial work to maintain financial accounts at assigned Alternative Education sites; place orders and process related documents; pay invoices, monitor accounts for accuracy and reconcile budget and account statements.
- Process and track appropriation and expenditure transfers, grants, site and program budgets and other financial accounts as assigned by the position; prepare financial analyses relating to accounting, student body funds and District transfer accounts.
- Maintain and track Associated Student Body financial records and budgets; track fundraising revenue and expenses; process purchase orders and checks; track and disburse scholarship funds to students in accordance with established guidelines; file tax returns and prepare auditable documents as required; provide ASB guideline manuals, budgets forms, charter forms and other documents necessary for the establishment of student clubs.
- Facilitate the implementation of site and District student events; sell tickets, reserve venues and submit supply and purchase orders; process and record ticket sales and deposit revenues into appropriate accounts.
- Collect and process District fees, fines and transcripts; issue receipts and maintain account balances.
- Order and maintain graduation supplies, including caps, gowns and other items; assure proper inventory and disbursement of supplies and tickets; verify student eligibility for purchase of items in accordance with established policies and procedures.
- Provide technical information to staff regarding site accounting issues.
- 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 reports and statements; assure accuracy of input and output data; process employee travel requests and make hotel and flight reservations as required.
- Maintain contact with vendors to modify and clarify invoices and resolve discrepancies as required; follow-up on purchase orders, invoices, warrants and payments as needed; process and issue payments to reimbursement claims as assigned.
- 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.
- Oversee the ordering, inventory and distribution of designated materials and supplies as assigned; track lost orders and materials; communicate with vendors, other departments and staff to resolve issues concerning incomplete orders.
- 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.
- Assist front offices as required and assist individuals in person and on the phone; receive, screen and route telephone calls; take, retrieve and relay messages as needed.
- Circulate library materials; check library materials in and out to students and staff using an assigned computerized system.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of standard office equipment including a computer and assigned software.

- Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by college-level coursework in accounting or related field and two years accounting experience.

Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 35 words per minute.

Knowledge of:

- Methods, procedures and terminology used in technical accounting work.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- General accounting and business functions of an educational organization.
- Use and processing of requisitions, purchase orders, invoices and related documents.
- Preparation, review and control of assigned accounts.
- Data control procedures and data entry operations.
- Modern office practice and procedures.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.
- Operation a variety of standard office equipment including a computer and assigned software.

Ability to:

- Maintain accurate financial and statistical records.
- Prepare and evaluate comprehensive accounting reports and statements.
- Verify, balance and adjust accounts.
- Review, process, evaluate and verify a variety of financial information.
- Identify, investigate and resolve financial errors and discrepancies.
- Issue and distribute vendor and claim reimbursement payments as assigned.
- Monitor and audit income and expenditures.
- Assemble, organize and prepare data for records and reports.
- Type and input data at an acceptable rate of speed.
- Reconcile, balance and audit assigned accounts.
- Compare numbers and detect errors efficiently.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Perform arithmetic calculations quickly and accurately.

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:

Unit Approved: 5/10/02

Board Approved: 5/28/02

FLSA Status: Non Exempt