

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### FINANCIAL TECHNICIAN-SPECIAL EDUCATION

---

#### **DEFINITION:**

Under the direction of the Senior Director-SELPA, perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts in support of Special Education programs and activities; maintain, audit and reconcile assigned accounts; prepare, maintain and assure accuracy of various financial records, budgets and reports; assist in maintaining and meeting local, state and fiscal reporting requirements for an assigned program.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; provide technical accounting support for various accounts and functions such as accounts payable and accounts receivable; audit accounts for errors and make appropriate adjustments.
- Assist with the development, preparation, and implementation and monitoring of assigned District, local, state and Special Education budgets including Local Educational Agency (LEA); monitor funds for income and expenditures; calculate, prepare and revise budgetary data.
- Assist in preparing revised budget estimates for revenue, expenditures and beginning fund balances for assigned local, state and Special Education funds.
- Review, process and audit purchase orders, and invoices as assigned; prepare invoices for payment; verify invoices and match with purchase orders; maintain inventory of program supplies, devices and materials.
- Prepare and process Special Education pay claims; monitor components of required financial reports and claims including LEA and related reports.
- Create and complete Master contracts with Nonpublic, Nonsectarian School (NPS) and Nonpublic, Nonsectarian Agency (NPA); monitor NPA and NPS invoices for payments; monitor related balances and monthly budgets; submit student enrollment numbers to appropriate department.
- Input a variety of financial and statistical data into an assigned computer system; maintain various automated records and files; initiate queries, develop spreadsheets and generate a variety of reports and statements; assure accuracy of input and output data.
- Process and evaluate various forms as assigned; compare and reconcile forms, statements, records, reports and other financial documents; verify accuracy of account numbers; identify errors and resolve discrepancies; initiate appropriation and account transfers as needed.
- Research, compile, prepare and revise financial data related to assigned accounts and activities; prepare and maintain a variety of auditable financial records, reports and files related to accounts, income, audits, expenditures, transfers, staffing, purchase orders, invoices, budgets and assigned activities; assure mandated reports are submitted to appropriate agencies according to established time lines.
- Maintain contact with outside agencies to modify and clarify invoices and resolve discrepancies as required; follow-up on purchase orders, invoices, and payments as needed; process and issue payments to reimbursement claims as assigned.
- 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 course work in accounting or related field and two years clerical accounting experience.

### **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.
- Policies and objectives of assigned programs and activities.
- Basic understanding of Special Education funding and the Local Educational Agency (LEA).
- 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 practices and procedures
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.
- Operate 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.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- 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**

DRAFT