

# Wahluke School District

## Fiscal Technician (1712)

### JOB POSTING

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#### **Job Details**

*Posting ID*

**1712**

*Title*

**Fiscal Technician**

*Description*

**WAHLUKE SCHOOL DISTRICT  
JOB SUMMARY AND DESCRIPTION OF TASKS**

**Position:** Fiscal Technician

**Reports to:** Director of Finance & Operations

**Salary Range:** \$42,000 - \$48,000 (260 day contract); DOQ

**Classification:** Classified Non-Union position; FLSA non-exempt.

**Basic Function:** This position works independently or under general supervision and often performs one or more fiscal support functions such as accounting, payroll, accounts payable and accounts receivable. Position provides support to Director of Finance and Operations in the area of fiscal, budget, or financial business areas. Applies principles of established procedures in recording, summarizing, and reporting fiscal activities in a variety of work areas such as; recordkeeping, auditing, analysis, budgeting, payroll, travel, purchasing, and other types of fiscal operations. Prepares and maintains fiscal records while compiling and ensuring the accuracy of reports.

#### **Typical Work:**

- Prepares and edits input and output of computerized fiscal data and makes corrections as required to maintain integrity of reports and data;
- Maintains and modifies fiscal record keeping systems, databases, and spreadsheets; reviews fiscal records; identifies trends; assists in formulating corrective action;
- Maintains a record keeping system for recording budget transactions; reviews budget reports, verifies accuracy and takes corrective action if necessary; reconciles budget status reports and prepares expenditure projections; notifies appropriate individual of any projected or actual over-or under-expenditures;
- Maintains personnel and payroll records; calculates salary and benefits costs; initiates, records, and ensures the accuracy of personnel and payroll action documents;
- Prepares, compiles, and provides fiscal reports such as year end reports, budgetary reports, and auditing;
- Maintains accounts and records; authorizes and enters fiscal transactions; compiles and prepares periodic fiscal statements and reports;
- Assists higher-level fiscal personnel with summary information and analysis of records and reports;
- Interprets fiscal policies and procedures; assists in the monitoring and review of data input/output; provides suggestions for development and maintenance of financial management and budget development systems;
- Provides training of district staff in fiscal procedures such as purchasing, expense reimbursements, cash handling and timekeeping.

#### **Required Qualifications:**

Bachelor's degree in accounting, finance, business administration or a related field  
Advanced proficient experience with MS Office, including MS Excel  
Experience analyzing large quantities of data and preparing reports  
Ability to learn quickly  
Demonstrated customer service skills

Ability to work with deadlines and heavy workload  
**OR** any combination of education and experience which clearly demonstrates the ability to perform the essential functions of the job.  
 Aptitude for providing accurate documentation as required.  
 Must be flexible in work functions performed and be attentive to detail and paperwork.  
 Ability to communicate effectively, establish and maintain effective working relationships with parents, staff, students and the public.  
 Ability to maintain confidentiality of student and district records required.  
 High level of knowledge and experience in computer and application skills required.  
 Perform technical tasks with a potential need to upgrade skills in order to meet changing job conditions.  
 Knowledge required to perform math skills including calculations, read a variety of manuals, write documents, present information to others, understand written and oral instructions.  
 Office procedures and experience required.  
 Able to setup and maintain accurate files and records.  
 Ability to organize and set priorities while experiencing frequent interruptions.  
 Ability to solve practical problems, apply appropriate judgment and deal with a variety of situations where only limited standardization exists.  
 Expected to attend work as scheduled and model appropriate professional behavior.

**Preferred Qualifications:**

Experience with WESPAC/Skyward software or comparable accounting-related software  
 Government or non-profit accounting experience  
 Experience with federal education grants accounting and budgeting  
 Experience reconciling funds from multiple resources  
 Experience creating and communication financial reports

The Wahluke School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, religion, creed, color, sex, sexual orientation including gender identity or expression, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, age, or honorably discharged veteran or military status. This holds true for all programs and services. The District provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Equity and Civil Rights/Title IX Director and/or Section 504/ADA coordinator, (509)932-4565.

<i>Shift Type</i>	<b>Full Time Year Around</b>	<i>Salary Range</i>	
<i>Salary Code</i>	<b>Per Year</b>	<i>Job Category</i>	<b>Support - Non Instructional</b>
<i>External Job Application</i>	<b>Classified-General</b>	<i>Internal Job Application</i>	<b>Classified-General</b>
<i>Location</i>	<b>Administration Building</b>	<i>Posting Status</i>	<b>Filled</b>
<i>Minimum Qualifications Screening</i>	<b>High School Diploma/GED</b>		

**Job Application Timeframes**

<i>Internal Start Date</i>	<b>04/10/2019</b>	<i>General Start Date</i>	<b>04/10/2019</b>
<i>Internal End Date</i>		<i>General End Date</i>	

**Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>		

**Alternate Job Contact**

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

## **References**

*Automatically Send  
Reference Check*

**Yes**

*Reference Check  
Form*

**Classified Survey**