

Magnolia School District

FISCAL SERVICES TECHNICIAN IV (Buyer/Benefits/Payroll-Lead)

DEFINITION

Under the supervision of the Director of Fiscal Services, performs a variety of complex and highly technical accounting and record-keeping tasks related to several assigned areas of responsibility; maintains financial ledgers and records of the district; prepares reconciliations and reports using considerable decision-making abilities according to established accounting policies and procedures; assists others as needed; performs other related work as necessary or required.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.

- Performs highly skilled accounting tasks requiring the usage of significant initiative and independent judgment in development of necessary procedures and problem resolution resulting in accurate, complete and timely work products within rigid time schedules;
- Performs financial, statistical and analytical record keeping within the general ledger;
- Reconciles and analyzes general ledger data as pertains to Job Assignment;
- Lead and participate in review, processing and auditing of employee time information and related reports and documents;
- Provides technical training and assistance to payroll personnel and others concerning payroll activity;
- Oversee and participate in establishing and maintaining detailed permanent payroll records and files;
- Administers the employee benefits program including health insurance plan, dental insurance plan, and vision plan, employee assistance program and division-wide wellness initiatives;
- Conducts orientation sessions for all new employees;
- Oversees the administration of Consolidated Omnibus Budget Reconciliation Act (COBRA) and Health Insurance Portability Accountability Act (HIPAA) compliance.
- Assures the appropriate notifications are given to employees in accordance with federal regulations;
- Ensures that benefits inquiries and complaints are handled in a quick, equitable, courteous manner;
- Performs and supports other related Accounting Office duties relating to purchasing as required or assigned;
- Performs Buyer-related duties such as assisting in Requests for Qualifications (RFQ); writing specifications for formal bids;
- schedule and attend Bid openings and ensure legal notification requirements;
- Ensure compliance with federal, state procurement laws, school division policies and procedures;
- Promotes efficient and cost effective business practices in establishing contracts;
- Reviews contracts for accuracy – pre board approval;
- Provides guidance and direction to schools & departments regarding ethical issues, management of vendors, governmental agencies, and others;
- Collaborates with vendors to ensure effective performance;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office methods, procedures and techniques, including filing systems, receptionist techniques, letter/report writing, and correct English usage, grammar, spelling, vocabulary, and punctuation;
- Principles and techniques involved in the preparation, monitoring and control of assigned functions and duties;
- Accounting principles and financial record-keeping practices used in the preparation of financial and statistical reports by means of data processing system;
- Interpersonal skills using tact, patience, and courtesy;
- Operational procedures, policies, rules, and regulations specific to the assignment;
- Current District technology and software.

Ability to:

- Perform a variety of difficult accounting and record-keeping work requiring exercise of judgment, laws and knowledge of subject matter;
- Perform under high expectations and demands with continually increasing accountability;
- Work under deadlines with constant interruptions and interact with District staff, vendors, and the general public.
- Plan, schedule and carry out the flow of a considerable volume of accounting functions in a timely manner;
- Comprehend and institute use of technical accounting manuals;
- Be knowledgeable of employee-employer labor agreements;
- Learn specific rules, laws, and policies quickly to apply them in a variety of procedural situations;
- Use current District technology and software;
- Work proficiently with spreadsheets, word processing and other office computer programs;
- Take initiative to work independently in developing record keeping procedures to meet defined objectives;
- Serve as lead to other technicians in the absences of Sr. Director of Fiscal Services, ~~and/or~~ Chief Business Officer and/or Assistant Superintendent Business and Administrative Services;
- Communicate effectively both orally and in writing;
- Work independently with little or no direction to meet schedules and time lines;
- Accurately type at 30 words per minute;
- Exercise confidentiality and discretion;
- Establish and maintain respectful, effective and cooperative working relationships with ~~others~~ school staff, fellow employees, supervisors and the public;
- Take on new responsibilities and adapt to changing situations.

Experience:

- Prior successful experience performing responsible accounting tasks in a business environment;
- School business/budget experience desired;
- Accuracy with skilled accounting tasks;
- Accuracy with local and state financial reporting systems;
- Accuracy with legal and procedural requirements.

Education:

- High school diploma or equivalent;
- Course work in accounting, computer skills, word processing and spreadsheets;
- Associate Degree;

- Bachelor's Degree preferred.

DESIRABLE QUALIFICATIONS

- Accuracy with skilled accounting tasks;
- Accuracy with local and state financial reporting systems;
- Knowledge of legal and procedural requirements;
- Knowledge of District policies.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in an office. The employee's primary responsibility is working with staff. This position may involve frequent interruption and direct contact with staff and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in an office environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. Depending on the work location, this assignment may involve sitting most of the time, but will involve walking or standing for brief periods;
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job;
- Ability to complete projects and tasks in a time-sensitive environment and with interruptions. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 42

Revised: 2/20/14; 6/30/16, 02/2018

Approved: 04/2017, 04/2018

EQUAL OPPORTUNITY EMPLOYER
