

Magnolia School District

FISCAL SERVICES TECHNICIAN IV (Categorical/Accounting/Online Requisitions)

DEFINITION

Under the supervision of the Director of Fiscal Services, performs a variety of complex and highly technical accounting and recordkeeping 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;
- Administers accurate tracking and reporting of grants, entitlements, and managing District fiscal assets and expenditure patterns;
- Receives, audits and verifies financial and/or statistical documents related to assigned accounting and budget functions assuring the accuracy, completeness and adherence to contractual, legal and procedural requirements affecting budgetary actions;
- Reconciles and analyzes general ledger data;
- Compiles, prepares, maintains, and manages financial and statistical information for a variety of local, state and federal reports and documents;
- Establishes, analyzes, and maintains accurate and auditable fiscal records for the District's categorical and non-categorical budgets;
- Analyzes and adjusts accounts in accordance with approved accounting policies and procedures;
- Responds to questions from employees, governmental agencies, and others;
- Administers accounting functions in posting, assembling, tabulating and reconciling financial data;
- Administers related Accounting Office duties as required or assigned;
- Processes Online Purchasing Requisitions and provides assistance to vendors;
- 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;
- Plan, schedule and carry out the flow of a considerable volume of accounting functions in a timely manner;
- Work under deadlines with constant interruptions and interact with District staff, vendors and the general public;
- Comprehend and institute use of technical accounting manuals;
- Perform under high expectations and demands with continually increasing accountability.
- 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 office 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, 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 rate of 30 words per minute;
- Exercise confidentiality and discretion;
- Establish and maintain respectful, effective and cooperative working relationships with school staff, fellow employees, supervisors and the public;
- Take on new responsibilities and adapt to changing situations.

Education:

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

Experience:

- Four (4) years of successful experience performing responsible accounting tasks in a school district/business environment;
- School/business budget experience desired.

DESIRABLE QUALIFICATIONS

- Accuracy with skilled accounting tasks;
- Accuracy with local and state financial reporting systems;
- Accuracy with 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: 4/22/96; 2/13/02; 1/23/14; 6/30/16, 02/2018

Approved: 04/4017, 04/2018

EQUAL OPPORTUNITY EMPLOYER
