

**SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
FISCAL SPECIALIST**

REPORTS TO: Manager or Director in Business Services
SUPERVISES: No supervisory responsibilities

DEFINITION:

Perform accounting duties in the review, evaluation, maintenance and adjustment of designated funds, budgets and accounts. Provide administrative and departmental support and training in the review, evaluation and development of designated budgets and accounts. Assist districts in financial reporting and budgetary projections. Serve as a liaison between districts and county and state governmental agencies. Prepare, maintain and audit financial, statistical and budgetary data, reports, statements and records. Produce and present budgetary reports to small and large groups. Maintain and prepare payroll for small districts/schools.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. Four years increasingly responsible accounting experience.
3. One year college-level coursework in accounting or related field (one additional year of experience or CASBO, ACSA, or other applicable school business certifications can be substituted for one year college coursework.)
4. Proven ability to read, interpret, and apply common sense to a variety of documents, financial, and statistical records.
5. Demonstrated experience in spreadsheet computer applications.
6. A valid California driver's license.
7. Federal Bureau of Investigation and California Department of Justice fingerprint clearance as required by California Education Code

Desired:

1. AA degree in Accounting.
2. Experience in a school district, county office of education, or governmental agency.
3. CASBO, ACSA, or related school business certifications.

KNOWLEDGE AND ABILITY:

1. Knowledge of methods, procedures and terminology used in technical accounting work.
2. Knowledge of policies and objectives of assigned programs and activities.
3. Knowledge of budgeting practices regarding monitoring and control.
4. Knowledge of Generally Accepted Accounting Principles
5. Knowledge of basic financial analysis and projection techniques.
6. Knowledge of financial and statistical record-keeping techniques.
7. Knowledge of research and statistical evaluation techniques.
8. Knowledge of general accounting and business functions of a county office.
9. Knowledge of data control procedures and data entry operations.
10. Knowledge of modern office practices, procedures and equipment.
11. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
12. Ability to establish and maintain positive and effective working relationships with diverse populations.
13. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
14. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
15. Ability to deal with problems or issues involving several variables in standardized situations.
16. Ability to prepare, maintain, reconcile and audit a variety of financial, statistical and budgetary data, reports, statements and records.

17. Ability to provide technical administrative and departmental support in the review, evaluation and development of designated budgets and accounts.
18. Ability to calculate, post and adjust journal entries including income and expenditures, and to compare numbers and detect errors efficiently.
19. Ability to learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
20. Ability to evaluate financial data and prepare reports, forecasts and recommendations.
21. Ability to give presentations to small and large groups.
22. Ability to identify and resolve financial issues, errors and discrepancies.
23. Ability to learn applicable software, including spreadsheets and database systems.
24. Ability to serve as liaison between governmental agencies and local districts.
25. Ability to organize work in a logical and efficient manner.

ESSENTIAL FUNCTIONS:

1. Perform specialized accounting duties in the creation, audit, evaluation, maintenance and adjustment of designated funds, grants, budgets, accounts, data, journal entries, and reports. Ensure accuracy, completeness and compliance of financial statements with established guidelines, procedures and Generally Accepted Accounting Principles. Initiate monetary transfers.
2. Provide technical administrative and departmental support for various accounts and functions such as general ledger, accounts payable, accounts receivable, payroll, grant administration, student attendance, position control, tax reporting, Workers' Compensation and employee benefits.
3. Serve as a technical resource to SLOCOE personnel, school districts and others concerning assigned accounting functions. Respond to inquiries, research data and provide technical information concerning related accounts, funds, budgets, transactions, records, policies and procedures.
4. Resolve issues or concerns with SLOCOE administrators, personnel and outside organizations, including school districts, local, state, and federal educational and tax agencies. Serve as a liaison between the SLOCOE, designated school districts and governmental agencies concerning assigned fiscal functions.
5. Research, compile, prepare and revise accounting data; reconcile and balance assigned funds and accounts. Code, verify and update accounts to reflect income, transfers and expenditures; reconcile various fiscal statements to assure accurate fund accounting.
6. Assist in the development and preparation of assigned budgets. Prepare income and expenditure projections and provide recommendations concerning budgetary allocations.
7. Input financial and statistical data into assigned computer systems; maintain various automated records and files; initiate queries, manipulate data, develop spreadsheets and generate computerized reports and statements; assure accuracy of input and output data.
8. Process accounts receivable in support of assigned fiscal functions. Reconcile and balance cash accounts. Receive, verify and process deposits. Check money totals against receipts and invoices to ensure accuracy. Prepare invoices and arrange for billings.
9. Ensure mandated reports are completed and submitted to appropriate agency or personnel according to established time lines.
10. Participate in special projects and research assignments involving fiscal evaluation; provide auditing, record-keeping and reporting services for designated districts as assigned; provide assistance and fiscal information to outside auditors. Make presentations and report findings to groups.
11. Perform other duties as requested within the scope and skill level of the job classification.

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a variety of computer equipment.
2. Seeing to view a computer monitor and read a variety of materials.
3. Hearing and speaking to exchange information.
4. Sitting or standing for extended periods of time.

5. Bending at the waist, kneeling or crouching.
6. Physical agility to lift 15 pounds to shoulder height.
7. Lifting, carrying, pushing or pulling light objects.

Grade Allocation: 36
Adopted: 8/22/07
Revised: 3/24/10; 7/26/17; 1/30/19