

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

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

**DEFINITION:**

Perform advanced, diversified, and complex accounting duties of a highly responsible nature in the review, evaluation, maintenance and adjustment of designated funds, budgets, grants 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. Exercise independent judgment and discretion in performing tasks, assignments, and special projects, and work independently with general guidance. Assist in the coordination of purchasing operations and perform technical functions related to bids, purchasing, and vendor maintenance. The emphasis on essential functions performed may vary according to assignment.

**QUALIFICATIONS:**

Required:

1. High school diploma or equivalent.
2. Five 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. Experience with school budgeting.
7. Experience with categorical or grant funding.
8. Demonstrated experience with School Account Code Structure (SACS).
9. A valid California driver's license.
10. Federal Bureau of Investigation and California Department of Justice fingerprint clearance as required by California Education Code

Desired:

1. AA degree in Accounting.
2. CASBO, ACSA or related school business certifications.
3. Experience in a school district, county office of education, or governmental agency.
4. Experience presenting information to governing boards, superintendents and external agencies.
5. Experience in purchasing and related laws and procedures.

**KNOWLEDGE AND ABILITY:**

1. Knowledge of methods, procedures and terminology used in technical accounting work for multiple agencies both internal and external
2. Knowledge of policies and objectives of assigned programs and activities both internal and external.
3. Knowledge of budgeting practices regarding monitoring and control both internal and external.
4. Knowledge of Generally Accepted Accounting Principles as applied to public agencies.
5. Knowledge of basic financial analysis and projection techniques both internally and externally.
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 and school district.
9. Knowledge of data control procedures and data entry operations.
10. Knowledge of modern office practices, procedures and equipment.

11. Knowledge of employee-relation strategies and procedures both internally and externally.
12. Ability to assign and monitor work of colleagues.
13. Ability to assist with training of new employees.
14. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills both internally and externally.
15. Ability to establish and maintain positive and effective working relationships with diverse populations both internally and externally.
16. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
17. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
18. Ability to deal with problems or issues involving several variables in standardized situations.
19. Ability to prepare, maintain, reconcile and audit a variety of financial, statistical and budgetary data, reports, statements and records both internally and externally.
20. Ability to provide technical administrative and departmental support in the review, evaluation and development of designated budgets and accounts both internally and externally.
21. Ability to calculate, post and adjust journal entries including income and expenditures, and to compare numbers and detect errors efficiently both internally and externally.
22. Ability to learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
23. Ability to evaluate financial data and prepare reports, forecasts and recommendations both internally and externally.
24. Ability to give presentations to small and large groups both internally and externally.
25. Ability to identify and resolve financial issues, errors and discrepancies.
26. Ability to learn applicable software, including spreadsheets and database systems.
27. Ability to serve as liaison between governmental agencies and local districts.
28. Ability to organize work in a logical and efficient manner.

### **ESSENTIAL FUNCTIONS:**

*This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.*

1. Assist assigned supervisor in training, providing work leadership and guidance to Fiscal Specialists. Assist with reviewing Fiscal Specialist work to ensure accuracy, completeness, and compliance with established procedures and guidelines. Provide input to assigned supervisor on Fiscal Specialist work.
2. Assist assigned supervisor in preparing and revising preliminary reviews and analysis of district funds pursuant to AB1200 fiscal solvency standards. Coordinate reconciliation of cash with the county treasurer's office for all districts and county office; prepare breakdown of treasurer's cash amounts to compare with cash amounts from county office financial system. Audit and post property tax information in collaboration with the treasurer's office.
3. 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 as appropriate both internally and externally.
4. Provide technical administrative and departmental support for 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 both internally and externally.
5. 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.

6. Resolve issues or concerns with SLOCOE administrators, personnel and various 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.
7. 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 fiscal statements to assure accurate fund accounting both internally and externally.
8. Assist in the development and preparation of assigned budgets. Prepare income and expenditure projections and provide recommendations concerning budgetary allocations both internally and externally.
9. Input financial and statistical data into assigned computer systems; maintain automated records and files; initiate queries, manipulate data, develop spreadsheets and generate computerized reports and statements; assure accuracy of input and output data.
10. 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.
11. Ensure mandated reports are completed and submitted to appropriate agency or personnel according to established time lines both internally and externally.
12. Participate in special projects and research assignments involving fiscal evaluation; provide auditing, record-keeping and reporting services for designated districts; provide assistance and fiscal information to outside auditors. Make presentations and report findings to groups as directed both internally and externally.
13. Coordinate purchasing activities. Research suppliers, develop and maintain vendor lists. Review and process purchasing requisitions. Audit and reconcile purchasing activities via credit cards and invoices. Collaborate with the Maintenance, Operations and Transportation Department to track and maintain inventory of fixed assets. Prepare Invitation to Bid forms, Request for Proposals and /or Request for Quotes. Compare and determine qualified bid among potential vendors. Assist in the development, revision, and implementation of purchasing policies and procedures to maintain internal controls of purchasing best practices.
14. 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 approximately 15 pounds to shoulder height.
7. Lifting, carrying, pushing or pulling light objects.

Grade Allocation: 42
Adopted: June 2015
Revised: May 24, 2017; 1/30/2019