

## FINANCIAL TECHNICIAN

### DEFINITION:

Under general supervision, is responsible for record-keeping, checking of varied and complex financial or statistical records; assists and advises in the formulation, installation and revision of financial record keeping methods and procedures; assumes and performs related work as necessary or required.

### CLASS CHARACTERISTICS:

These are fully skilled bookkeeping positions requiring a working knowledge of one or more specific areas of the District's accounting functions. Positions require the exercise of significant initiative, analytical ability and independent judgment in the development of necessary procedures and the resolution of problems. Accurate, complete and timely work products within defined time schedules are expected.

### EXAMPLES OF DUTIES:

May post and maintain income/expenditure records for ASB funds for all district schools, and other funds as directed; *E*

May maintain accounts for, invoice, collect, and deposit funds for leases and use of facilities of District properties; *E*

May process requests for payments to vendors/others who have provided goods and services to the District; *E*

May process documents related to District Payroll; *E*

May receive and process to the County checks the District receives as payment for services performed and/or provided; *E*

May process expense and budget transfers to ensure proper accounting of line item budget; *E*

May process/reconcile salary, statutory fringe, medical and dental/etc. benefits for employees and retirees including insurance premium payment records; *E*

May reconcile data, including year end wage and tax reporting;

Assist and consult in the preparation of reports and on unusual situations involving deviation from established financial policy or precedent;

Research, gather, compile, tabulate, compute, verify, type and file financial, payroll, statistical and student demographic data and records and prepare reports there from;

Keep financial records, prepare financial and billing statements, reconcile bank statements;

Take and respond to inquiries regarding assigned area(s) of responsibility.

### SUPERVISION:

General Supervision is received from a District administrator.

Supervision is not exercised over other employees.

*E denotes an essential function of the job.*

**MINIMUM QUALIFICATIONS:****Knowledge of:**

Methods and practices of bookkeeping, financial record keeping and reporting;  
Word processing, spreadsheet and data base computer applications;  
Legal and procedural aspects of special fund accounting;  
Financial and statistical reporting;  
Business math;  
Modern office practices, procedures, terms and equipment.  
Business office telephone techniques and etiquette.

**Ability to:**

Work independently in developing record keeping procedures to meet defined objectives;  
Make arithmetic calculations with speed and accuracy;  
Analyze and resolve bookkeeping, budgeting or financial situations and problems;  
Review, check, verify the accuracy of data;  
Perform general and statistical clerical work;  
Operate a wide variety of office equipment associated with making calculations and bookkeeping including the use of a personal computer housing data base, word processing and spreadsheet software;  
Rapidly learn the computerized student attendance accounting system and/or other job specific software systems;  
Follow written and oral instructions;  
Communicate accurately, effectively and courteously both orally and in writing to a diverse audience;  
Establish and maintain effective working relationships.

**EDUCATION AND EXPERIENCE:**

Individuals possessing the foregoing knowledge, skills and abilities are considered to possess education necessary to succeed in this class. Two or more years of responsible bookkeeping/account record keeping experience, preferably in a public agency. Completion of education in bookkeeping and financial reporting (beginning, intermediate and advanced accounting or equivalent) may be substituted for one year of the bookkeeping/record keeping experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Works inside in a normal office environment, predominately seated, using a computer, calculator and telephone; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; has visual acuity sufficient to see small details in an office environment; has direct and indirect contact with other district staff; works without guidance from supervisor; may work with high volume, tight deadlines and be subject to frequent interruptions.

**LICENSE REQUIRED:**

May be required to possess a valid California Driver License.

Last Reviewed 5/13/04

Revisions effective 1/8/09