SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE: Fiscal Control Technician REPORTS TO: Assigned Supervisor

DEPARTMENT: Fiscal Control CLASSIFICATION: Classified

FLSA: Non-Exempt SALARY GRADE: 039 OTBS

REVISED: December 17, 2019

BASIC FUNCTION:
Independently maintains one or more specialized fiscal recordkeeping systems and provides specialized and complex information or financial services for the district in a public contact assignment.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Maintain specialized fiscal recordkeeping systems related to Public Employees’ Retirement/State Teachers’ Retirement System calculations, federal/state tax and FICA payments, and other distributions or controls as assigned. E

Determine amounts payable by the district and request the preparation of related warrants. E

Provide support for CalPERS and CalSTRS retirement reporting and audits. Provide guidance to employees related to retirement questions. E

Review employment histories and monitor employee’s assignments and hours; research and troubleshoot problems and resolve employee retirement membership and tax discrepancies. Enroll eligible District and authorized charter school employees into appropriate retirement systems. E

Perform complex reconciliations and analysis of delinquent accounts receivable; review a variety of data processing reports and other documents; make necessary calculations including additions, deletions, and corrections.

Administer the district Purchase Card program and ASB banking accounts. E

Perform collection efforts both directly and through credit agency; produce aging reports. E

Prepare data for transmittal to other district staff, County Department of Education, state agencies, insurance carriers, and others, as appropriate. E

Contact district personnel and staff at other agencies to gather or provide required information. E

Review pertinent state legislation and revise district procedures; explain related district rules and regulations and those required by the county and state. E

Determine need for and process requests for reports, summaries, and other documents. E
Compose letters and bulletins and develop forms as necessary.

Operate the district’s web based software to retrieve, update, and transmit data.

May lead and provide guidance to clerical personnel in the performance of fiscal control duties.

Take payment and provide proper receipting at district cashier window.

Balance daily cash, check, and credit card payments.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**
Any combination of education, experience, and/or training equivalent to formal bookkeeping or accounting training and four years of recent, progressively responsible, full-time equivalent, paid accounting-clerical or financial-clerical work experience.

**LICENSES AND OTHER REQUIREMENTS:**
None.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Application of fiscal control principles and procedures.
Appropriate state, county, and district fiscal requirements.
Reading and writing English communication skills.
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and other office equipment.
Basic cash verification systems and procedures.
Cashiering procedures and practices.
Recordkeeping procedures.

**ABILITY TO:**
Learn appropriate state, county, and district fiscal requirements.
Determine accuracy of a variety of documents, forms, reports; recognize changes required.
Critically review source data and detect and correct errors.
Perform computational tasks with accuracy and speed.
Maintain files and records.
Operate standard office equipment, including computers and related software applications.
Communicate effectively with the public, district personnel, and staff at other agencies.
Learn specialized software applications.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Indoor office environment.

**PHYSICAL REQUIREMENTS:**
Sitting for extended periods of time; bending at the waist; reaching overhead, above the shoulders and horizontally; hearing and speaking to exchange information; seeing to read a variety of materials and
provide design and layout services; dexterity of hands and fingers to operate computers and other equipment; lifting light objects..

DISTINGUISHING CHARACTERISTICS:

A Fiscal Control Technician performs specialized technical duties and support. It is required that the incumbent provide thorough knowledge of specialized functions while assisting in the daily operations of assigned office.

An Accountant performs professional accounting duties that involve the application of judgment and discretion in the analysis and application of accounting principles and practices in maintaining fiscal controls and records, and initiating reports. An incumbent in this position exercises a greater degree of independence and decision making in carrying out operations.

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