

# SAN DIEGO CITY SCHOOLS

## POSITION DESCRIPTION

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<b>TITLE:</b>	Fiscal Clerk	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Finance	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	028 OTBS
<b>REVISED:</b>	March 31, 2004		

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### **BASIC FUNCTION:**

Independently maintain a financial or specialized fiscal record keeping system; provide specialized and complex information or financial services for assigned programs in the district; and provide technical guidance for clerical assistants.

**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 financial or specialized fiscal record keeping systems for special projects or programs. **E**

Collect, sort, and records financial or fiscal data; prepare or develop fiscal control documents. **E**

Review site budget expenditures which involve multiple funding sources. **E**

Confirm availability of funds and that expenditures conform to program guidelines. **E**

Communicates with site staff regarding a variety of items related to the program budget. **E**

Prepare budget and personnel transfer documents; prepare journal vouchers. **E**

Collect, sort, and record student enrollment and attendance data. **E**

Assist in the development of major state and federal fiscal reports. **E**

Prepare reports on insurance and taxes. **E**

Reconcile bank statements; receive, record, and prepare funds for deposit. **E**

Research errors in the financial data base and make corrections. **E**

Close accounts and clear credit balances at year end. **E**

Provide specialized and complex information; explain school district regulations, policies, and procedures. **E**

Review and process disbursements of payroll deductions. **E**

Gather, summarize, and process gross earnings adjustments. **E**

Operate standard office equipment building and related software applications. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to formal bookkeeping or accounting training and 18 months of recent, paid full-time equivalent accounting-clerical or financial-clerical work experience.

**LICENSES AND OTHER REQUIREMENTS:**

Typing/keyboarding certificate at a net, corrected speed of 25 words per minute.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Accounting and budget principles and procedures.

Standard office procedures.

Reading and writing English communication skills.

**ABILITY TO:**

Apply accounting and budget principles and procedure.

Interpret standard financial statements.

Perform computational tasks with accuracy and speed.

Operate standard office equipment including microcomputers and related software applications.

Type/keyboard at a net, corrected speed of 25 words per minute.

Establish and maintain effective working relationships with others.

Plan and organize work to meet schedules and timelines.

Maintain records and prepare reports.

Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and office environment

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3/31/04-People Soft

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