

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Fiscal Control Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Finance Division	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	034 OTBS
REVISED:	February 3, 2003		

BASIC FUNCTION:

Perform a variety of fiscal control clerical duties related to workers' compensation claim payments, tax shelter annuities, and wage assignments, and maintain control records of miscellaneous programs, as assigned.

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 log of industrial accident claims and reviews insurance carrier payments for accuracy. **E**

Coordinate activities with Payroll Section regarding adjustments to employees' pay warrants and restoration of sick leave balances. **E**

Distribute payments to employees in accordance with established procedures. **E**

Review EDP printouts of subsequent payrolls to ensure that benefit balances and warrant amounts are consistent with action taken. **E**

Establish and maintain a variety of logs. **E**

Maintain records of tax levies, wage assignments, and garnishments made by tax or court authorities. **E**

Prepare standardized forms for reissuing warrants in accordance with terms of the orders. **E**

Maintain logs of all payrolls issued including payroll date and gross/net payroll amounts. **E**

Check numerical sequence of warrants for designated payrolls to ensure that sequence is unbroken. **E**

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

Prepare warrants for distribution by stuffing and segregating envelopes according to standard delivery routes or special handling, as appropriate. **E**

Maintain records of U.S. savings bonds deductions and orders bonds for recipients from Federal Reserve Board. **E**

Maintain records of final pay to beneficiaries or survivors of deceased employees. **E**

Contact district staff, insurance carrier, tax shelter annuity companies and agents, and staff at other agencies, as appropriate, to obtain and provide information and to resolve problems or discrepancies. **E**

Explain related district policies and procedures. **E**

May lead the work of substitute clerical personnel in the performance of fiscal control duties.

Operate a basic on-line data terminal to retrieve, update, and transmit data and to develop or implement new control formats. **E**

Operate standard office machines. **E**

Compose and type letters and bulletins and develops forms as necessary. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to formal bookkeeping training and three years of recent, progressively responsible, full-time equivalent, paid financial-clerical or fiscal-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:

Fiscal control principles and procedures.
Reading and writing English communication skills.

ABILITY TO:

Apply fiscal control principles and procedures.
Learn procedures related to workers' compensation benefits, insurance carrier, and tax shelter annuity programs.
Determine accuracy of various documents, forms, and EDP reports and determine changes required.
Demonstrate good arithmetic skill.
Type/keyboard at a net, corrected speed of 25 words per minute.
Establish and maintain effective working relationships with others.
Operate standard office equipment including operation of microcomputers and related software applications.
Plan and organize work to meet schedules and time lines.
Maintain records and prepare reports.
Work independently with little direction.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, 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 long 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.

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Job Code 6039

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