

**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:	038 OTBS
REVISED:	September 30, 2004		

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**

Review employment histories and monitor employee's assignments and hours; research and troubleshoot problems and resolve employee retirement membership discrepancies. **E**

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

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

Operate the district's web based software to retrieve, update, and transmit data and to develop or implement new control formats. **E**

May lead and direct the work of subordinate clerical personnel in the performance of fiscal control duties.

Perform other duties reasonably related to this job class.

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.

ABILITY TO:

Learn appropriate state, county, and district fiscal requirements.
Determine accuracy of a variety of documents, forms, and data processing reports and in determining changes required.
Perform computational tasks with accuracy and speed.
Operate calculators and other standard office machines, including microcomputers.
Communicate effectively with the public, district personnel, and staff at other agencies.
Keyboard at a rate acceptable to the selecting administrator.

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..

Job Code 6037

JB