

ALPINE COUNTY UNIFIED SCHOOL DISTRICT
FISCAL ANALYST
(Payables, Payroll, & General Ledger)

REPORTS TO: BUSINESS MANAGER

SUPERVISES: No supervisory responsibilities

DEFINITION:

Under direction of the Business Manager and/or Superintendent, performs a variety of duties involved in the operation of the business services of the district; performs difficult fiscal accounting work in preparing, reviewing and maintaining financial and statistical records and reports; and does other work as required.

QUALIFICATIONS:

Required:

1. High school diploma or General Education Degree (GED).
2. A minimum of three (3) years accounting and clerical experience required. Any combination of training, education, and/or experience that would provide the desired knowledge and abilities required of this job is accepted.

Desired:

1. An AA degree in Accounting
2. Payroll experience preferred.

KNOWLEDGE AND ABILITY:

1. Knowledge of Accounting, budgeting principles and appropriate procedures.
2. Knowledge of laws, regulations, and procedures that apply to school district accounting and financial reporting.
3. Knowledge of basic functions and clerical operations of a school district; modern office methods and procedures.
4. Knowledge of correct English usage, spelling, grammar, and punctuation.
5. Knowledge of the organization and collection of data.
6. Knowledge of operation of standard office machines including copiers, fax and computers.
7. Knowledge of computer proficiency to include Windows, Excel, and Power Point software programs.
8. Ability to adapt sound accounting methods to a variety of financial transactions.
9. Ability to prepare and maintain accurate financial statements and reports.
10. Ability to read, understand and implement technical accounting materials and directions.
11. Ability to communicate effectively.
12. Ability to perform difficult and responsible clerical work with speed and accuracy.
13. Ability to type a minimum of 45 words per minute.
14. Ability to use a 10-key calculator by touch.
15. Ability to understand and carry out oral and written directions.
16. Ability to establish and maintain cooperative relationships.
17. Ability to learn to work with Escape financial software.
18. Ability to exercise independent thinking and good judgment.
19. Ability to perform a variety of basic tasks requiring independent judgment with accuracy and speed.
20. Ability to make basic mathematical calculations with accuracy and speed.
21. Ability to post information, check records, file, alphabetize (numerically and chronologically) accurately.

22. Ability to professionally receive information over the phone, fax or e-mail.
23. Ability to follow and carry-out various forms of instruction.
24. Ability to learn and understand rules, regulations and policies for the Alpine County Unified School District, and apply them with good judgment in a variety of situations.
25. Ability to represent the district in a professional, courteous manner and exhibit a professional outward appearance – in both dress and attitude.
26. Ability to be flexible is essential.

ESSENTIAL DUTIES/TASKS:

GENERAL:

1. Serves as the “Determining Official” for the National School Lunch Program’s meal applications, processes monthly and annual cafeteria claims, assures compliance with state and national regulations for annual fiscal and periodic state program audits.
2. Assists employees with work-related illnesses & injuries and processes worker’s compensation claims.
3. Maintains record changes and processes payments for health benefits.
4. Inputs records.
5. Maintains and operates payroll program, including quarterly reports, PERS and STRS, W2’s, voluntary deductions and TSA’s.
6. Prepare and processes state and federal tax reports.
7. Processes accounts payable invoices and warrants twice monthly.
8. Maintains computerized asset inventory and depreciation schedules.
9. Process 8002 and 8003 Impact Aid applications.
10. Prepare and process year-end closing activities.
11. Monitor and reconcile general ledger accounts
12. Prepare journal entries
13. Prepare and process other state, county, and federal reports
14. Prepare, process, and monitor grant reimbursement requests
15. Prepare and process Mandate Block Grant application
16. Assist with budget preparation and data entry
17. Update and monitor Position Control in financial system
18. Coordinates with Business Services Technician II to assist with data entry

FOOD SERVICES:

1. Review and approve free/reduced application forms.
2. Prepare letters of determination and mail to parents, update SchoolWise to Free/Reduced or paid status.
3. Use CNIPS for direct certification and prepare letters to households. Coordinate letters with back to school packets before school starts.
4. Maintain and update meal count / collections procedures.
5. Annual School Meal eligibility verification documents.
6. Prepare monthly “daily Meal Count Edit Check Worksheet by Site.”
7. Complete all portions of CNIPS annually.
8. Complete annual site monitoring reviews
9. Prepare annual participation documents.
10. Prepare and submit monthly meal claims with copy to Business Services
11. Prepare monthly reimbursement calculation worksheet.
12. Monitor collections and work with Small Claims Court as needed
13. Read, understand and maintain management bulletins.

NON ESSENTIAL DUTIES/TASKS:

GENERAL:

1. Processes incoming and outgoing mail.
2. Answers Business Services phone and serves as back-up to Superintendent's Office phones as needed.
3. Assists employees with benefit-related issues.
4. Completes surveys and compiles statistical information for district and county departments.
5. Participate in available training pertinent to job, including travel as necessary.

ENVIRONMENT/WORK CONDITIONS:

- **Location:** Work is performed in a climate-controlled office setting.
- **Hazards:** None noted.
- **Equipment Used:** Personal computer, printer, typewriter, copier, telephone, fax, other general office equipment.

ESSENTIAL FUNCTIONS:

(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)

PHYSICAL

- **Standing/Walking:** Occasionally; short distances in office areas while distributing messages, filing.
- **Sitting:** Frequently/constantly; at desk or computer while entering data, typing, completing paperwork.
- **Lift/Carry:** Occasionally, up to 5-10 lbs.; paperwork, files, office supplies. Seldom boxes of paperwork and files up to 30 lbs.
- **Push/Pull:** Occasionally, exerting up to 6-14 lbs. force; opening doors, file drawers, pushing files.
- **Bending/Twisting:** Occasionally; at waist/knees to and from seated position or to reach lower file drawers
- **Kneeling/Crouching:** Occasionally; to reach lower file drawers.
- **Hands/Arms:** Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, typing, filing, answering phones.
- **Sight:** Constantly; in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment.
- **Speech/Hearing:** Constant use of speech/hearing in communicating with coworkers, supervisors, students, and answering phones.

MENTAL

- Frequent mental alertness, attention to detail, and accuracy required in composing, typing, and proofreading documents, performing data entry, and maintaining a safe work environment.
- Must be able to follow oral and written instructions, follow through on all assignments, and solve questions and problems using established procedures.
- Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines.
- Must be able to read/write/speak English; possess basic mathematical skills, and knowledge of grammar, spelling, and punctuation.