

ALPINE COUNTY UNIFIED SCHOOL DISTRICT
FISCAL SERVICES COORDINATOR - CONFIDENTIAL

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 of increasingly responsible 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. AA degree in Accounting or any combination equivalent to bachelor's degree in accounting, finance, business administration, or related field
2. Payroll experience preferred

KNOWLEDGE AND ABILITY:

1. Knowledge of accounting, budgeting principles and processes, and appropriate procedures
2. Knowledge of applicable state and federal laws and regulations, procedures, and fiscal programs 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 advanced 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 both written and orally
12. Ability to understand and carry out oral and written directions and various forms of instruction
13. Ability to perform difficult and responsible clerical work with speed and accuracy
14. Ability to type a minimum of 45 words per minute
15. Ability to use a 10-key calculator by touch
16. Ability to assist with resolving computer related problems as needed
17. Ability to establish and maintain cooperative relationships using tact, patience, and courtesy
18. Ability to develop expertise in the automated financial software including data reporting applications and special provisions
19. Ability to exercise independent thinking and good judgment

20. Ability to perform a variety of basic tasks requiring independent judgment with accuracy and speed
21. Ability to make basic mathematical calculations with accuracy and speed
22. Ability to determine mandatory and elective benefits relationship to wages earned
23. Ability to post information, check records, file, alphabetize (numerically and chronologically) accurately
24. Ability to professionally receive and convey information over the phone, fax or email
25. 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
26. Ability to represent the district in a professional, courteous manner and exhibit a professional outward appearance – in both dress and attitude
27. Ability to be flexible is essential

ESSENTIAL DUTIES/TASKS:

GENERAL:

1. Serve as the Determining Official for the National School Lunch Program's meal applications, process monthly and annual cafeteria claims, assure compliance with state and national regulations for annual fiscal and periodic state program audits
2. Assist employees with work-related illnesses and injuries and process worker's compensation claims
3. Update and assist in maintaining position control system in automated financial software; monitor position control and personnel changes; analyze position control costs from changes in employment; create and maintain worksheets to monitor changes in position and in employment for reporting purposes
4. Maintain record changes and process payments for health benefits
5. Input records
6. Assist with development and maintenance of departmental internal controls, policies, and procedures
7. Perform research, interpret information, and make recommendations; conduct staffing and salary analysis
8. Prepare analytical data showing impact with regards to salary and benefits negotiations; maintain documents and records related to negotiations for the purpose of providing negotiations support
9. Maintain and operate payroll program, including quarterly reports, PERS and STRS, W2's, voluntary deductions and TSA's
10. Prepare and process a variety of federal, state, and local financial reports, including payroll, taxes, budget, interim, and final revenue and expenditure reports; submit reports to appropriate agencies
11. Process claims, accounts payable, invoices, and warrants
12. Complete bookkeeping for a variety of programs on a monthly basis
13. Maintain computerized asset inventory and depreciation schedules
14. Process 8002 and 8003 Impact Aid applications
15. Prepare and process year-end closing activities
16. Prepare student enrollment analysis and complete reporting requirements as needed
17. Monitor and reconcile general ledger accounts, pay history, and W2 detail, and district deposits as assigned; assure proper state and federal tax reporting; assure timely deposits; research and correspond with the Internal Revenue Service (IRS) and Employee Development Department (EDD) related to tax and claim issues
18. Prepare journal entries
19. Prepare, process, and monitor grant reimbursement requests; complete all required reporting for various grants (monthly, quarterly, biannual, and annual)

20. Monitor grant-funded programs regarding compliance with funding criteria as assigned and report to Business Manager and Superintendent; provide fiscal and informational support to all grant funded programs
21. Prepare and process Mandate Block Grant application
22. Assist with budget development process by completing entries necessary for systematic updates, communicating with staff about needs and timelines related to these updates
23. Coordinate with Business Services Technician II to assist with data entry
24. Train and review work of others as assigned
25. Assist with preparation of Board communications and presentations
26. Communicate with administrators, staff, and representatives of outside agencies to assure compliance, coordinate activities, resolve issue or concerns, and exchange information

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. Prepare 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. Process incoming and outgoing mail
2. Answer Business Services phone and serve as back-up to Superintendent's Office phones as needed
3. Assist employees with benefit-related issues
4. Complete surveys and compile 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.

Board approved: 11/14/2017