



# LAKE COUNTY OFFICE OF EDUCATION

TO TEACH. TO SERVE. TO LEARN.

## **Position Title: Fiscal Specialist I, II, III**

**Job Summary:** Under the direction of the Senior Director of Business Services, prepare, maintain and audit a variety of specialized accounting functions in connection with assigned accounts or district programs and services.

**Distinguishing Characteristics:** The Fiscal Specialist I performs routine accounting clerical duties involving basic numeric calculations for a countywide program or function. The Fiscal Specialist II performs complex specialized accounting work in support of multiple countywide or very large programs. The Fiscal Specialist III performs advanced, highly complex accounting work in support of more complex accounts requiring independent judgment and knowledge of County Office operations. The Fiscal Specialist III may have oversight responsibilities for a countywide service such as district monitoring and, therefore, the incumbent shall have the equivalent of 2 years experience in a Fiscal II classification.

**Representative Duties:** (Incumbents may perform any combination of the essential functions shown below. Duties may vary from department-to-department and from desk to desk. The position description is not intended to be an exhaustive list of all the duties, knowledge, or abilities associated with this classification, but it is intended to accurately reflect the principal job elements)

- Maintain accounts payable, accounts receivable and other records.
- Count and prepare money for deposit
- Prepare warrants
- Record, stamp, sort, match, and file invoices, purchase orders, accounts payable and other accounting data
- Assist in coding and posting data processing information
- Maintain auditable records and files for assigned programs
- Confer with vendors as directed regarding payments and receipt of goods
- Communicate with program or department staff regarding purchases, charges, and other matters
- Monitor procedures related to year-end closing and ensure accurate transition to new year
- Audit district payrolls for proper employee tax and retirement regulations
- Prepare PERS and STRS reports
- Assist in preparing and balancing various reports, forms and documents required by District, County, State, and /or Federal organizations
- Assist in presentations and/ or conduct in-service training as directed
- Provide technical expertise and respond to questions from School District's personnel
- Communicate with School District's departments and personnel to obtain and provide information, resolve discrepancies and correct errors.
- Develop and update payroll procedures and record keeping methods
- Receive and compute payroll, make appropriate deductions for taxes, retirement, tax shelter, deferred compensation and other authorized deductions; establish master payroll file for entry into payroll warrant system.
- Perform independent, advanced technical duties to plan, organize, coordinate and participate in the timely preparation of district payrolls. Establish priorities and assure timely, accurate and efficient payroll completion.

- Prepare State & Federal tax reports and deposits.
- Process Wage garnishments
- Perform warrant reconciliation
- Perform related duties as assigned

**Knowledge and Abilities:**

**Knowledge of:**

- Principles of payroll accounting and financial record-keeping
- California State Accounting Manual
- County Office organization, operations, policies, and objectives
- County Office & District's payroll procedures
- Office practices and procedures including basic functions of computer operations
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Oral and written communication skills
- Telephone techniques and etiquette

**Ability to:**

- Develop and utilize complex spreadsheets and accounting software.
- Operate office equipment
- Type at least 35 correct words per minute on a computer keyboard.
- Perform numeric data entry utilizing a 10-key calculator at a sufficient rate to perform the job required.
- Maintain accurate and interrelated financial, payroll and related records
- Make mathematical computations with speed and accuracy
- Prepare accurate related reports
- Work independently when required
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Plan and organize work
- Work confidentially with discretion
- Communicate effectively with County Office and District personnel and the general public

**Education and Experience:**

**Education:** Requires high school education or recognized equivalent, including or supplemented by courses in general accounting. Formal accounting training equivalent to 2 years of college preferred.

**Experience:** Required experience varies based on level of classification (see *Distinguishing Characteristics*). Minimum of 1 year of accounting/data entry experience as well as experience with computerized spreadsheets and word processing is required.

**Licenses and Other Requirements:**

- Possess a valid California driver's license and the availability of an automobile with the liability coverage required by the LCOE policy.
- Education Code Section 49406 requires all employees to have had a tubercular (TB) skin-test or X-ray prior to the date of initial employment. Skin-test must be repeated every four years.
- Must pass background check through California Department of Justice (DOJ) prior to starting employment with the agency.

**Hours of Employment:** Full-time, 40 hours per week, 12-months.

**Salary:** Fiscal Specialist I (CL 42) Steps 1-5: \$13.96 to \$17.40 per hour; Fiscal Specialist II (CL 34) Steps 1-5 \$17.30 to \$20.89 per hour; Fiscal Specialist III (CL 23) Steps 1-5 \$20.69 to \$25.36 per hour. Placement dependent on experience and education.

**Benefits:** Benefits eligibility at 20 hours per week, prorated share based on full time equivalency. Major medical, dental, and vision for employee and all eligible dependents. Employee contribution varies based on the tier selected. The employee may purchase coverage through a 125 tax shelter premium plan. PERS retirement system. Employer paid term life insurance for employee only. Paid vacation and holidays in accordance with the Lake County Office of Education Personnel Policies.

**Physical Abilities:**

- Physical, mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions; e
  - Manual dexterity sufficient to write, use telephone, business machines, operate an automobile; e
  - Vision sufficient to read printed materials; e
  - Hearing sufficient to conduct in person and telephone conversations; e
  - Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; e
  - Physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead; e
  - Physical mobility sufficient to move about the work environment (office, District, from school or home site to site); e
  - Drive an automobile and respond to emergency situations;
  - Physical strength sufficient to lift twenty-five (25) pounds; e
  - Physical stamina sufficient to sit for prolonged periods of time: e
  - Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions. e
- (e) = essential

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