

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: FISCAL OFFICER

DEFINITION: Under the direction of the Assistant Superintendent for Business Services to perform professional accounting work in the preparation and control of the district's expenditure and income budget, to include federal and state funded programs, revolving fund, cafeteria and special funds and to do other related work as required. Performs work of a confidential nature for the Board of Education during salary negotiations and at other times during the year.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Plans and implements various items of the work within the Business Office as directed including budget control records, disbursement of funds for materials, supplies and equipment, records of State and Federal Funds and bi-early audits;
- Assists and consults with the Assistant Superintendent for Business Services in the preparation, implementation and monitoring of the budget;
- Makes reports, attends Board meetings upon request;
- Carries out special financial or statistical research or analytical studies to assist the administration or the Board in the formulation of new policies and planning of new or revised programs;
- Trains and instructs the personnel of the Business Office, school sites and other programs and operating departments in financial matters as directed;
- Develops and implements new procedures as needed, and sees that the established procedures are carried out efficiently;
- Keeps required records of expenditures and income;
- Keeps required record of balances of all appropriations;
- Reconciles district fund balances, prepares journal entries as required, and checks transmittal of district income to county office;
- Checks all budget classification codes on all purchase requisitions and secures necessary authorizations for the requisitions;
- Prepares required reports of costs and statements of income;
- Prepares financial statements and other special reports as needed.

QUALIFICATIONS:

Knowledge of:

- Accounting and financial record keeping principals and procedures, especially as they pertain to government and school district accounting;
- Modern accounting methods;
- Modern office practices, particularly as they apply to financial record keeping, including computer program use, financial database software and office machine skills.

Ability to:

- Prepare clear and accurate financial statements and reports under direction of the Assistant Superintendent for Business Services and to analyze accounting data, including estimates, invoices and reports;
- Make mathematical calculations with speed and accuracy

POSITION TITLE: Fiscal Officer, Continued

- Understand and carry out complex oral and written directions;
- Establish and maintain cooperative relationships with those contacted in the course of the work;
- Develop and implement computer program applications to monitor and report District's financial status;
- Maintain a valid driver's license.

EDUCATION AND EXPERIENCE:

- Three years of complete charge accounting experience for a school district or large commercial business; OR
- Bachelor's Degree in accounting, business administration, or related field.

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of observing accuracy of reports and documents
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 20 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position.

WORKING CONDITIONS:

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

Adopted by the Board of Education January 13, 1994

Revised and Approved: August 24, 2006