

## YUBA COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: CAMPUS FISCAL TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the Executive Dean, perform advanced accounting technical work involved in accounts receivable, payable, campus foundation, investments, campus ledgers, tax reporting, budget, fund accounting and bank reconciliation; a variety of administrative and secretarial duties to relieve the Dean of administrative matters; control the release of sensitive information and exercise considerable initiative and judgment.

#### **DISTINGUISHING CHARACTERISTICS:**

The Accounting Assistant classification performs technical accounting clerical duties in support of other accounting functions. Incumbents may also perform accounting-related functions for academic departments which require special reporting and monitoring for grants or special programs. Incumbents assigned to the classification of Accounting Technician perform more complex accounting duties and exercise independent judgment over an established accounting function such as accounts payable and payroll. The Senior Accounting Technician classification is assigned accounting work which requires knowledge which is deeper in terms of technical application of accounting and accounting control principles. Senior Accounting Technician incumbents operate with more freedom to act and are typically assigned complete responsibility for specific complex accounting functions. The Campus Fiscal Technician classification performs technical, complex accounting functions. Incumbents also oversee a broad range of secretarial and administrative assistant responsibilities for a Dean.

#### **REPRESENTATIVE DUTIES:**

Perform advanced accounting technical work involved in accounts receivable, budgeting, fund accounting, investments, campus ledgers, tax reporting and bank reconciliations. (E)

Consolidate accounts receivable from the campus site; prepare adjusting entries as necessary; verify fund totals; prepare checks for deposit to the District and to appropriate banks to provide for proper cash flow. (E)

Utilize various reports to audit moneys deposited regarding student accounts receivable; initiate correcting entries as necessary. (E)

Process journal entries using various computer programs; reconcile cash accounts. (E)

Research, analyze and resolve issues resulting from computer system errors; recommend program changes. (E)

Design reports as necessary to provide accounting controls, budget information and financial data using report formats. (E)

Provide reports for estimated and actual taxes. (E)

Working with District Business Services personnel, maintain the chart of accounts by adding and deleting components and assigning numbers to accounts as necessary. (E)

Working with District Business Services personnel, prepare year-end adjusting entries and prepare for closing of the campus ledgers. (E)

Coordinate the office and administrative functions of a major educational services unit providing

communicaiton between the Dean, faculty, staff, and community; assist in resolving problems and concerns. (E)

Oversee office activities, policies, systems and procedures and recommend changes. (E)

Set up filing, record-keeping and tracking systems; train others in their use; coordinate the flow of information, including monitoring progress and timelines of projects assigned to others. (E)

Prepare reports, board items and grant proposals; write and maintain procedure manuals. (E)

Type, edit and format a variety of complex documents, financial and statistical reports including graphs, charts and tables, using word processing and electronic spreadsheet computer software. (E)

Screen and route calls and visitors; provide information to staff, students, and public regarding programs and services; resolve administrative problems independently according to established guidelines and procedures. (E)

Arrange, coordinate and schedule a variety of meetings, appointments and special or regular events. (E)

Maintain administrative calendar, make reservations and travel arrangements. (E)

Screen and distribute mail; answer correspondence on own initiative in accordance with policies, procedures and guidelines; gather information related to other correspondence and suggest possible responses. (E)

Perform related duties as assigned.

**KNOWLEDGE OF:**

Office management techniques.

Oral and written communication skills.

Advanced accounting practices and procedures, including budgeting practices regarding monitoring and control.

Electronic data processing techniques and capabilities.

Modern office practices, procedures and equipment.

**ABILITY TO:**

Apply bookkeeping and financial record-keeping principles to the maintenance of fiscal and accounting records.

Perform clerical work of above average difficulty.

Make arithmetic computations with speed and accuracy.

Maintain accurate financial and statistical records.

Operate standard office machines such as typewriter, calculators, computer terminals and personal computers.

Read, interpret and apply office polices, rules and practices.

Prepare data processing input documents rapidly and accurately.

Understand and follow oral and written instructions.

Meet schedules and time lines.

Plan and organize work.

Work cooperatively with others.

Maintain records and prepare reports.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Perform secretarial and administrative support duties to relieve the Dean of routine detail.

Establish and revise priorities of administrative clerical work and office activities.

Learn District and Campus organization, operations, policies and objectives.

Learn applicable sections of the State Education Code and other federal, state, county, and district laws, policies, rules and regulations.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate of arts degree in accounting or business administration or related field and four years increasingly responsible experience in the preparation and maintenance of computerized financial records and administrative support.

#### **ENVIRONMENT:**

Office environment.

#### **PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Lifting light objects.