

Position Information

Title	Financial Aid Fiscal Support Technician - 1.0 FTE - 12 Month
Job Category	Classified
Position Number	
Location	
Job Description	<p>BASIC FUNCTION:</p> <p>Under the direction of the Director of Financial Aid assist with the preparation of the financial records of Woodland Community College, Financial Aid office. Perform advanced accounting and related work in compiling, reviewing, monitoring and maintaining fiscal information necessary for monitoring, preparing and controlling grant and categorical funds; prepare audit and financial reports and recommendations. Complete electronic transmittals, file transfers to Federal and State agencies.</p>
Job Duties	<ul style="list-style-type: none"> • Perform advanced and complex accounting work in accordance with legal requirements, District policies, prescribed accounting system and generally accepted principles of accounting, with minimum supervision using independent judgment and discretion. (E) • Perform return to title IV complex accounting requirements for program compliance. (E) • Develop and process electronic file transmittals for Federal and State funding. (E) • Develop and recommend financial forecasts for program revenue based on enrollment. (E) • Develop and analyze expense projections based on required staffing. (E) • Monitor, track and maintain a variety of categorical funding sources including yearend close of all categorical accounts. (E) • Prepare budget and budget narrative for grant proposals for multiple funding sources. (E) • Assemble, match, sort, tabulate, check and file financial statistical data. (E) • Maintain statistical records and/or process documents involved in financial transactions such as accounts payable, vendor claims, and payroll. (E) • Post, balance and adjust accounts; prepare monthly budget summaries. (E) • Prepare financial and statistical data for various reports, forms, files and records. (E) • Verify invoices, requisitions, purchase orders and similar documents and review expenditures. (E) • Provide information to staff concerning financial records and transactions. (E) • Monitor and track various accounts and budget runs to assure expenditures do not exceed appropriations and that expenditures are properly charged. (E) • Assist in other clerical support of assigned office, including typing and office receptionist work. (E) • Prepare purchase requisitions and maintain inventory of supplies and equipment. (E) • Reconcile, balance and maintain the integrity of general ledgers for budgeted amounts and computer-generated records; maintain computerized subsidiary accounting systems to reconcile to the general ledger. (E) • Prepare transfer journal entries with appropriate documentation for expense transfers between various funding sources. (E) • Respond to requests from independent auditors; provide information and assistance as requested. (E)

- Research and apply laws, rules and regulations related to accounting functions including federal and state compliance and reporting requirements. (E)
- Analyze and prepare Federal, State and local reports for categorically funded accounts and others as assigned; maintain accounting records for categorically-funded programs and grants; audit and review expenditures; interpret contracts to determine budgeting, billing and reporting requirements. (E)
- Operate a variety of office machines including computer terminal, personal computer and calculator; implement and maintain computerized data to track data required. (E)
- Train and monitor support staff for budget tracing and preparation. (E)
- Provide assistance in preparation of departmental budgets. (E)
- Monitor and process time sheets. (E)
- Perform related duties as assigned. (M)

KNOWLEDGE OF:

- Oral and written communication skills
- Technical aspects of public accounting
- Accounting principles, practices and procedures
- Modern office practices, procedures and equipment
- Computer and software applications
- Basic governmental accounting principles

ABILITY TO:

- Apply Federal and State regulations for administering Financial Aid funds
- Apply bookkeeping and financial record-keeping principles to the maintenance of fiscal and accounting records
- Ability to learn and apply appropriate laws
- Learn applicable sections of California Education Code and other Federal, State and County laws
- Review and resolve fiscal problems and draw accurate conclusions
- 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
- Learn office policies, 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
- Maintain records and prepare reports
- Work confidentially with discretion
- Work independently with little direction
- Establish and maintain cooperative and effective working relationships with others

**Required
Qualifications**

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: An Associate's degree and three years of experience involving Financial Aid or financial record-keeping.

Desired/Preferred Qualifications	
Physical Demands	<p>ENVIRONMENT:</p> <ul style="list-style-type: none"> • Office environment.
Special Conditions for Eligibility	
FLSA	Non-Exempt
Range/Step	Range 29, CSEA Salary Schedule.
Salary	\$3,265 - \$3,584/MO.
Benefits Information	<p>PART-TIME (less than .60 FTE): Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose, FTE is between .50 and .60 contribute to the California Public Employees Retirement System (CalPERS).</p> <p>BENEFITS/SALARY: The District offers a comprehensive benefits package for employees and dependents for positions whose FTE is .60 or higher, valued at over \$24,000 annually with a \$310.50 monthly out of pocket expense to employees + dependents for their monthly medical premiums. The package includes health, dental, vision, one (1) life insurance policy and an Employee Assistance program. Additional benefits include contributions to the Public Employee's Retirement System (PERS), which is integrated with Social Security, 457/403b options, Vacation days - 7.33 hrs per month for the first year, 96 hours of vacation leave per years 1-5, 12 sick days and 20 holidays.</p> <p>SALARY: Step 1: \$39,187/YR. - \$43,014 Range 29, CSEA Salary Schedule, initial placement will not be higher than Step 3 of the salary schedule, the top step for this position is \$4,566/MO.).</p> <p>WORKING CONDITIONS: Categorically funded positions are contingent upon funding. In accordance to Board Policy, smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.</p> <p>If you require reasonable accommodation to apply for this position, contact the Human Resources Office at (530) 741-8765.</p> <p>WORKING CONDITIONS: Categorically funded positions are contingent upon funding. In accordance to Board Policy, smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.</p> <p>WORK DAY, WORK WEEK, and WORK YEAR: The District has the right to establish work day, workweek, work year; hours of positions within the District may vary.</p> <p>INTERVIEW: Candidates selected for an interview will be required to visit Yuba Community College District at his/her own expense upon a date selected by the District. Meeting minimum qualifications does not guarantee an interview.</p> <p>FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Contact the Human Resources website for a list of agencies providing foreign transcript services.</p> <p>PRE-EMPLOYMENT REQUIREMENTS: Employment is dependent upon Department of Justice (DOJ) clearance; all fees are the responsibility of the selected candidates and serves the purpose of obtaining a criminal history as authorized by the California Education Code. All prospective employees shall be required to provide verification of TB test.</p>

EEO Statement

As an equal opportunity employer with a diverse staff and student population, the Yuba Community College District is committed to creating an inclusive and effective learning and working environment for all.

EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.