

Position Information

Title	FISCAL SUPPORT TECHNICIAN - FOSTER CARE ED/IND. LIVING/CDC
Job Category	Classified
Position Number	
Location	
Job Description	<p>BASIC FUNCTION:</p> <p>Under the direction of the appropriate Director assist with the preparation of the financial records of an assigned 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.</p>
Job Duties	<p>REPRESENTATIVE DUTIES:</p> <p>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)</p> <p>Develop and recommend financial forecasts for program revenue based on enrollment. (E)</p> <p>Develop and analyze expense projections based on required staffing. (E)</p> <p>Monitor, track and maintain a variety of categorical funding sources including year end close of all categorical accounts. (E)</p> <p>Prepare budget and budget narrative for grant proposals for multiple funding sources. (E)</p> <p>Assemble, match, sort, tabulate, check and file financial statistical data. (E)</p> <p>Maintain statistical records and/or process documents involved in financial transactions such as accounts payable, vendor claims, and payroll. (E)</p> <p>Post, balance and adjust accounts; prepare monthly budget summaries. (E)</p> <p>Prepare financial and statistical data for various reports, forms, files and records. (E)</p> <p>Verify invoices, requisitions, purchase orders and similar documents and review expenditures. (E)</p> <p>Provide information to staff concerning financial records and transactions. (E)</p> <p>Monitor and track various accounts and budget runs to assure expenditures do not exceed appropriations and that expenditures are properly charged. (E)</p> <p>Assist in other clerical support of assigned office, including typing and office receptionist work. (E)</p> <p>Prepare purchase requisitions and maintain inventory of supplies and equipment. (E)</p> <p>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)</p> <p>Prepare transfer journal entries with appropriate documentation for expense transfers between various funding</p>

	<p>sources. (E)</p> <p>Respond to requests from independent auditors; provide information and assistance as requested. (E)</p> <p>Research and apply laws, rules and regulations related to accounting functions including federal and state compliance and reporting requirements. (E)</p> <p>Analyze and prepare Federal, State and local reports for categorically funded accounts and others as assigned;</p> <p>maintain accounting records for categorically-funded programs and grants; audit and review expenditures;</p> <p>interpret contracts to determine budgeting, billing and reporting requirements. (E)</p> <p>Operate a variety of office machines including computer terminal, personal computer and calculator;</p> <p>implement and maintain computerized data to track data required. (E)</p> <p>Train and support staff for budget tracking and preparation. (E)</p> <p>Provide assistance in preparation of departmental budgets. (E)</p> <p>Track and process timesheets. (E)</p> <p>Perform related duties as assigned.</p>
Required Qualifications	<p>EDUCATION AND EXPERIENCE:</p> <p>Any combination equivalent to: An Associates degree and three years of experience involving financial record-keeping.</p>
Desired/Preferred Qualifications	
Physical Demands	<p>ENVIRONMENT:</p> <p>Office environment</p> <p>PHYSICAL ABILITIES:</p> <p>Sitting and operating a keyboard to enter data into a computer terminal for an extended period of time</p> <p>Dexterity of hands and fingers to operate a a computer terminal, typewriter, and standard office equipment</p> <p>Reaching overhead, above the shoulders and horizontally to retrieve files</p> <p>Bending at the waist to maintain files</p> <p>Hearing and speaking to exchange information on the telephone or in person</p> <p>Seeing to assure entries are recorded accurately</p> <p>HAZARDS:</p> <p>Extended viewing of computer monitor</p>
Special Conditions for Eligibility	
FLSA	Non-Exempt
Range/Step	Range 29 (CSEA Salary Schedule)

Salary	\$3265.62 - \$3584.57/mo.
Benefits Information	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.
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.