

## **NOVATO UNIFIED SCHOOL DISTRICT**

**TITLE: SCHOOL PROJECTS / FISCAL SPECIALIST**

**SALARY: RANGE 24 – CLASSIFIED SALARY SCHEDULE**

### **BASIC FUNCTION:**

Under the direction of an assigned site administrator, provide administrative support to the planning, implementation and monitoring of special programs, services and activities; perform a variety of technical duties to facilitate State and site-specific testing; provide budgetary support to an assigned school site.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of technical duties to facilitate State and site-specific testing; assist with schedule test dates; process information regarding student demographics; order tests and related supplies in accordance with established policies and procedures; ensure security of testing environment complies with established guidelines; input testing information into an assigned database.

Assist personnel, community representatives, site administrators and other organizations and individuals to coordinate, edit, compile and distribute parent communication tools, including electronic and paper newsletters, flyers and other notifications; compile communication preference data to develop more efficient means of disseminating information; update an assigned website; upload relevant content in accordance with established procedures.

Provide budgetary support to an assigned school site; plan and oversee budget categories; monitor State and federal funds for compliance and best practices in purchasing; maintain related financial documents and produce budget reports as required; process budget transfers and purchase orders.

Research vendors and request quotes for funded purchases in accordance with established policies and procedures; inventory and order textbooks, custodial supplies and other program-specific materials as assigned.

Perform a variety of complex clerical accounting duties in support of assigned ASB accounts as assigned by the position; review accounts for errors and make appropriate adjustments.

Assemble, match, sort, tabulate, check and post a variety of financial and statistical data such as income and expenditures; reconcile statements, ledgers, records and other financial documents as required; review data for accuracy and completeness.

Maintain various auditable records related to income, expenditures and assigned accounts; establish and maintain filing systems.

Provide administrative support to the planning, implementation and monitoring of special programs, services and activities; collaborate with outside agencies to obtain funding, schedule events and facilitate payments; arrange training for staff development as assigned by the position.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

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Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- ▶ Basic methods, procedures and terminology used in clerical accounting work.
- ▶ Basic financial and statistical record-keeping techniques.
- ▶ Data control procedures and data entry operations.
- ▶ Modern office practices, procedures and equipment.
- ▶ General terminology, practices and procedures of assigned office.
- ▶ Record-keeping and filing techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Principles and practices of data processing.
- ▶ Operation of a computer and assigned software.
- ▶ Mathematic calculations.

**ABILITY TO:**

- ▶ Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, payroll and purchasing.
- ▶ Verify, balance and adjust accounts.
- ▶ Process and record accounting transactions accurately.
- ▶ Assemble, organize, and prepare data for records and reports.
- ▶ Complete work with many interruptions.
- ▶ Answer telephones and greet the public courteously.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Make arithmetic calculations quickly and accurately.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Prepare and maintain a variety of reports, records, and files.
- ▶ Operate standard office equipment including a computer and assigned software.
- ▶ Meet established schedules and time lines

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of clerical accounting experience.

**OTHER REQUIREMENTS:**

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- ▶ Office environment
- ▶ Constant interruptions

**PHYSICAL DEMANDS:**

- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Sitting or standing for extended periods of time.
- ▶ Bending, crouching, kneeling and stooping to reach materials.
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies.