



REVISED:
01/24/2017

JOB TITLE:	SCHOOL FINANCE TECHNICIAN
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	220 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8045
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Assists with school finance systems, training, and trouble-shooting. Coordinates and operates the districtwide school finance training program in conjunction with Computer Education Support. Works to ensure adequate internal control over school finances at all locations, often working on-site along with school staff. Communicates school finance risk information to Internal Audit.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assists school staff with access permissions and operation of school finance software.
- Assigns permissions to school finance accounting system in conjunction with staff movement to ensure controls are maintained at all locations
- Coordinates training program for school finance staff in conjunction with Computer Education Support, and monitors staff attendance at training sessions
- Monitors school performance, knowledge, and understanding of school finance laws and rules to determine which school staff need additional assistance and training
- Communicates school finance information to Internal and External Audit as requested, and alerts appropriate administration of concerns
- Reviews school revenue and expenditure transactions to ensure against fraudulent transactions, and reports potential fraud cases to Internal Audit
- Assists bookkeepers with monthly reconciliations and proper accounting procedures in person or through other communication methods
- Coordinates new bookkeeper support system in person or through other communication methods
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Two (2) years bookkeeping experience
- Demonstrated ability to add, subtract, multiply and divide quickly and accurately
- Ability to communicate effectively and analyze concerns in person, by phone or through email
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Experience working with various role groups

Ability to solve difficult reconciliations and efficiently correct bookkeeping errors