



NEW:

03/05/2019

JOB TITLE:	FINANCE SUPPORT TECHNICIAN
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8060
BARGAINING UNIT:	CLAB

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists staff with access permissions and efficient operation of finance software
Assigns and reviews permissions to finance accounting system in conjunction with staff movement to ensure controls are maintained at all locations
Coordinates training program for finance staff in conjunction with Computer Education Support, and monitors staff attendance at training sessions
Monitors performance, knowledge, and understanding of finance rules in conjunction with departments within Financial Services to determine which staff need additional assistance and training
Communicates 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

DESIRABLE QUALIFICATIONS
Experience working with various role groups
Ability to solve difficult reconciliations and efficiently identify errors

