

**Escondido Union High School District
Job Description**

Job Title: Finance Support Technician
Employee Unit: Classified Bargaining Unit
Job Family: Fiscal and Related Classes
FLSA Status: Nonexempt
Salary Level: 30
Approved By: Board of Education
Approved Date: 06/18/2019

NATURE OF WORK

Under the direction of the Assistant Superintendent of Business or designee, support the finance department and staff by performing a wide variety of clerical and technical accounting duties and responsibilities, including payroll, finance, and accounting using manual and automated information and control systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Prepare bank deposits daily.

Input data into Purchasing Requisition System.

Ensure that proper documentation is received for all revenue and expenses.

Prepares various reports, as assigned, including quarterly sales tax report.

Compiles, sorts and audits documents substantiating business transactions.

Prepares invoices and enters data into accounting software.

Prepares detailed monthly financial statements/reports for Associated Student Body for each high school.

Maintain district bank accounts that includes posting of cash receipts, preparation of bank deposits, monitoring of bank balances.

Generates Revolving Fund, writes checks and requests reimbursement from county office of education, according to standardized policy.

Prepare and manage Supplier information, including W-9, EDD reporting, 1099 forms, and applicable tax reporting.

Compile payroll data such as hours worked, from time sheets and other records.

Clear monthly suspense posting.

Process Substitute earnings according to policy.

Process and input payroll to the county payroll system ensuring accurate information for reporting/compliance purposes. Maintain an up-to-date reference and audit trail for all input.

Maintains computerized attendance including hours worked for each employee of the district.

Receives and processes routine leave requests assuring compliance with collective bargaining agreements and/or education code.

Answers employee queries regarding vacation balances, sick leave balances, and immediately communicates to Payroll Technician when leave balances are exhausted.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED), supplemented by courses in basic accounting principles and procedures and/or minimum two years business office experience. AA degree in business or related field highly desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Driver's License or State Issued Identification Card.

KNOWLEDGE OF:

Principles and techniques involved in payroll preparation, monitoring and control; sound principles and practices of financial auditing; financial research and report preparation methods and techniques; methods, practices and terminology used in automated accounting and financial record keeping; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; computer applications, including Microsoft Word, Excel, and payroll software; interpersonal skill using tact, patience and courtesy.

ABILITY TO:

In this position, the ability to work cooperatively with others, to pay particular attention to detail, and handle a variety of accounting procedures is a necessity. Use computer database, electronic spreadsheets, to read and understand county and district computer systems, to maintain accurate records and to perform detailed work in a moderately isolated environment; rapidly perform calculations on a 10-key number pad; understand and follow oral and written instructions; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work; interpret and apply federal, state and local laws and regulations pertaining to accounting and auditing; apply generally accepted accounting

principles to the maintenance of financial and accounting transactions and audit of financial records. As a representative of the Finance Department, the Business Services Division and the District Service Center, employees must have the ability to project an attitude of helpfulness and service to customers, most of whom are colleagues in other departments or at other sites.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. Employee may be required to pick up warrant(s) at San Diego County of Education on a rotating basis, as well as processing regular bank deposits.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet with occasional exposure to noise and outdoors.

COMMENTS

The individual assigned to this position must possess a unique combination of the ability to perform detailed, responsible work in a non-isolated environment, and to provide friendly, helpful assistance to employees both on the telephone and in person. Must demonstrate the ability to give a positive response to interruptions and return to performing detailed tasks with accuracy. Must be able to organize work to allow for interruptions and unforeseen problems in order to meet all deadlines. This individual must possess a commitment to accuracy and a sincere desire to provide exemplary service to employees.