



LOWELL JOINTSCHOOL DISTRICT

FISCAL CLERK- SPECIAL PROGRAMS

Classified Salary Schedule
Range 23

JOB SUMMARY:

Under general supervision of the Early Learning Coordinator and Expanded Learning Coordinator, performs complex accounting clerical work in keeping and reviewing District programs, financial, statistical, and payroll records.

ESSENTIAL FUNCTIONS:

The duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related, or a logical assignment to the class.

- Performs the accounting department functions of payroll, accounts payable and receivable and purchasing for special programs.
- Compiles and prepares monthly, quarterly, and/or annual reports using various software programs. Monitors exception reports, makes necessary corrections and submits updates to appropriate personnel or departments.
- Distributes monthly budget printouts to administrators, responds to and resolves questions and problems regarding content.
- Maintains general ledger for special program funds; monitors accounts receivable, issues invoices and receipts as necessary and records payments; inputs budget revisions in financial system if needed.
- Maintains journals and ledgers of income, expenditures and encumbrances for various special programs funds; posts and balances ledgers, maintains records and prepares reports of cash receipts/disbursements.
- Screens financial/payroll documents for accuracy and adherence to legal/procedural requirements, and reconciles errors; prepares transmittal documents for warrant payments; prepares and submits various financial/payroll reports as required.
- Compiles data from vendor invoices and supporting documents to verify accuracy of bill data and to insure receipt of items ordered.
- Maintains records of department funds purchases, issues checks and reconciles bank statements for the department.
- Enters, balances, and deposits monies received by the District. Issues checks to deposit monies in county treasury, if not initially directly deposited.
- Reconciles incoming bank statements against monies deposited and checks issued.
- Compiles payroll data from timesheets and other records; prepares necessary documents to make payroll status changes; compiles and transcribes to work sheets data such as hours worked, rate of pay, various payroll taxes and miscellaneous deductions; posts and maintains all pertinent payroll/benefit records; inputs employee revisions in Human Resources System.
- Coordinates payroll function with the County Department of Education; works closely with personnel department to coordinate proper employee compensation and receives directions as the interpretation of various regulations, policies and laws related to the payment of employee wages/benefits.
- Maintain student records in computer tracking systems (e.g. attendance and tuition contracts, tuition payments, late notices, county/state data, etc.) for the purpose of accurate record keeping to ensure compliance with regulatory mandates and district policies and practices.

- Tracks tuition accounts for all families - including sending out monthly billing statement, collecting monthly tuition, and following up on unpaid, late and past due accounts.
- Completes monthly attendance and fiscal reporting forms required for local, state and federal programs. Work with third party subsidy programs, such as CHS and OCDE, to ensure monthly paperwork is submitted and monthly tuition is received for qualified families.
- Work with third party vendors who provide district with before and/or after school programs regarding contracts, insurance, payment for services, etc.
- Ability to read and understand local, state, and federal program guidelines and implement them. Performs other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Financial recordkeeping procedures; good fiscal practices and procedures.
- Interpreting data and processing reports.
- General knowledge of modern office equipment and computer programs such as excel.
- Oral and written communication skills and interpersonal skills using tact, patience and courtesy.

Ability to:

- Perform a variety of clerical and record keeping work of above average difficulty requiring the exercise of judgment and knowledge of subject matter.
- Operate standard office machines including a computer using word processing, spreadsheet, and database software applications.
- Lift and carry objects weighing up to 50 pounds.
- Communicate clearly and effectively, both orally and in writing, with administrators, employees, parents, and the public.
- Maintain confidentiality.
- Work independently with minimal supervision, meeting schedules and timelines.
- Establish and maintain cooperative and effective working relationships with others.

Education/Training/Experience:

High school diploma or its equivalent. Three years of advanced financial recordkeeping, accounting or budgeting experience is required. Successful completion of upper level courses in accounting or related subjects is desirable; knowledge of financial record keeping, accounting principles, and computer based budgeting systems. Bilingual in Spanish is preferred.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

Ability to sit for extended periods of time. Walking, standing, bending, and reaching at below and above shoulder level. Lifting, pulling or pushing objects generally not exceeding twenty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary. Talk or hear, in person and by telephone. Specific vision abilities including close vision, depth perception and the ability to focus are required. Lifting, pushing, pulling or carrying objects typically weighing up to 50 pounds may be required.

Mental Demands:

Employees must be able to comprehend and follow written and oral instructions; read and interpret data, information and documents; interpret policies and procedures; work under deadlines with interruptions; and interact cooperatively with District staff, students, and parents.

Work Environment:

While performing the duties of this position, employees are subject to constant interruption and are in direct contact with parents, the public, and employees. Negative interactions resulting from these contacts can result in stressful situations. These positions may work without direct and/or constant supervision. Employees work under typical office conditions and the noise level is usually quiet or moderately quiet.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD:

12 months per year, 5 days per week, 8 hours per day

Fiscal Services Clerk- Special Programs

Board Approved: January 12, 1981, November 3, 2014, May 2, 2022

Revised: February 19 88, October 2007, October 2014, May 2, 2022

Reviewed: August 1984; September 1993