

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **FISCAL SERVICES TECHNICIAN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

To perform a variety of advanced accounting, financial analysis and auditing functions necessary to support the General Ledger Interface functionality in PeopleSoft; compile and input budget data into PeopleSoft; reconcile processes and procedure and coordinate these with Fiscal Services personnel and other departments; perform interface reconciliations and postings.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the appropriate manager/supervisor in the Fiscal Services Department.

May exercise functional and/or technical supervision over student or volunteer staff.

#### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*Essential duties and other important responsibilities/duties may include, but are not limited to, the following.*

##### **Essential Functions:**

1. Perform a variety of advanced administrative and accounting functions regarding interface functions; compile and input budget data into PeopleSoft; perform interface functionality; analyze, troubleshoot, audit, reconcile and post data from Student Financials module and Payroll module.
2. Assist in the development and maintenance of District budgets; compile, consolidate and input data into PeopleSoft.
3. Perform and monitor processes for General Ledger Interface and cash reconciliations.
4. Initiate and prepare budget transfers for salary increases and benefits spread as needed to perform the Interface Reconciliation functions; enter appropriate budget transfers; monitor account balances to prevent account deficits and assure proper levels to facilitate District transactions.
5. Balance payroll and benefit postings to the Cash and Liability accounts; notify appropriate parties when errors occur; maintain current employees' salary levels and benefits for budget; project salary and benefits costs for each new fiscal year.
6. Troubleshoot and provide functional expertise for PeopleSoft Interface Reconciliation functions; monitor chartfield balances to prevent account deficits from halting production; research and contact District personnel to resolve issues, correct errors and/or explain transfers and budget transactions.

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7. Work with the Systems Module Functional Specialists in Fiscal Services Department to assure accuracy of postings to cash and liability accounts; perform audits after upgrades, patches or fixes to programs.
8. Respond to and resolve questions, complaints and requests from staff and faculty regarding information budgets, services performed, policies and procedures relating to Fiscal Services.
9. Generate a variety of budget-related reports including cash balancing, student receivables and salary and benefit projections.
10. Maintain and update a variety of financial files and records; set up new files at the beginning of the fiscal year.

**Marginal Functions:**

1. May oversee the work of student or volunteer staff.
2. Perform related duties and responsibilities as assigned or required.

**QUALIFICATIONS**

**Knowledge of:**

1. Generally Accepted Accounting Principles.
2. Functionality of PeopleSoft, custom interfaces and General Ledger
3. Budgeting methods, practices and regulations.
4. Methods and techniques of general ledger posting and reconciliation.
5. Fund and/or governmental accounting.
6. Cash reconciliation and procedures.
7. Modern office procedures, methods and equipment including computers and financial software applications such as Microsoft Office (Word, Excel) and integrated financial systems (PeopleSoft).
8. Principles and procedures of record keeping.
9. English usage, spelling, punctuation and grammar.
10. Pertinent federal, state and local codes, laws and regulations.
11. Modern office procedure, methods and computer equipment.

**Ability to:**

1. Participate in the development and administration of the District budgets.
2. Prepare accurate and complete financial reports.
3. Compile, consolidate and input budget data into PeopleSoft.
4. Perform a variety of professional accounting, financial analysis and auditing functions.
5. Perform a variety of mathematical calculations quickly and accurately.
6. Perform planning, organizational and troubleshooting skills.
7. Assure fiscal compliance and accountability in regards to District policies and procedures and all applicable federal, state, and local laws, codes and regulations.
8. Interpret and apply administrative and departmental policies, procedures and regulations.

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**Ability to:**

9. Operate office equipment including computers and supporting word processing (Word), spreadsheet (Excel) and integrated financial systems (PeopleSoft).
10. Respond to difficult requests and inquiries from faculty, staff and students.
11. Work independently in the absence of supervision.
12. Communicate clearly and concisely, both orally and in writing.
13. Establish and maintain cooperative working relationships with those contacted in the course of work.
14. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Education/Training Guidelines:**

*Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following.*

**Experience:**

Four years of increasingly responsible financial record keeping and technical accounting experience including at least two years experience in budget-related responsibilities.

**Education/Training:**

Equivalent to an associate's degree from an accredited college or university with major coursework in accounting, business administration or related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens, noise and electrical energy.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; visual acuity for creating computer-generated work to read printed materials.