

PALOMAR COMMUNITY COLLEGE DISTRICT

FISCAL SPECIALIST

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 complex technical accounting duties involved in preparing, maintaining and monitoring all budgets for the California Community Colleges Network, Educational Television and e-Conferencing Telecommunications Projects; to work closely with Economic Development Manager and Business Development Manager on various projects; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Fiscal Administrator. Delegates tasks to support staff and reviews for adherence to proper procedures and policies.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Perform budget research analysis and compile data in conjunction with long-range planning and budget preparation goals.
2. Perform budget research and provide analytical support in the preparation of budgets for new grants and additional business or economic development projects.
3. Assist in the preparation of various analytical and statistical reports to support the budget/planning process.
4. Maintain adequate account balances by tracking expenditures and encumbrances; make transfers as necessary utilizing appropriate software applications.
5. Process purchase requisitions, payment vouchers and reimbursements; interpret and assign budget codes for requisitions, transfers and other related forms; reconcile Cal Card credit card statements for staff.
6. Assist in various payroll processing functions; receive and verify time sheets, honorariums and consultant invoices for processing.
7. Assist Fiscal Administrator in establishing budget codes and account funds for new projects; ensure expenditures in all accounts are accounted for legally and accurately in accordance with District and Chancellor's Office policies and regulations.
8. Create, maintain and monitor accurate filing and internal bookkeeping systems to support fiscal activities.

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9. Resolve fiscal discrepancies and provide technical accounting assistance to the Fiscal Administrator.
10. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of bookkeeping, accounting, financial record keeping and reporting.

Principles of budget research, preparation, analysis and monitoring.

Modern office procedures, methods and equipment, including computers and appropriate software applications.

Advanced mathematical principles and applications.

Policies, procedures and protocol of the California Community College system.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Perform budget research and analysis in conjunction with long-range planning and budget preparation.

Develop, maintain and monitor accurate filing and internal bookkeeping systems to support fiscal activities.

Maintain adequate account balances by tracking expenditures and encumbrances.

Prepare clear and concise financial spread sheets and reports.

Effectively handle sensitive issues and maintain confidentiality.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

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:

Experience:

Two years of increasingly responsible experience in accounting or financial management.

Education/Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in business administration, accounting, finance or a related field.

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WORKING CONDITIONS

Environmental Conditions:

Office environment.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; visual acuity to read printed materials, computer screens and numerical figures.