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

NEW: 07/17/2019

Submitted: 07/16/2019

SCOPE OF RESPONSIBILITIES

Assists with finance systems, training, and trouble-shooting. Coordinates and operates the district-wide 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
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- 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 of 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
Experience in a diverse workplace