

CLASSIFIED VACANCY	Santa Maria Joint Union High School District 2560 Skyway Drive Santa Maria, California 93455 (805) 922-4573 x4304
DATE:	August 20, 2025
POSITION(S):	Fiscal Technician- Substitute SMJUHS – All Sites Temporary Position <u>Approximate Assignment Dates: September 16, 2025– November 10, 2025</u>
SALARY:	\$27.97/hour Range 24 2024/25 salary schedule
HOURS:	8 hours/day 8:00 a.m. to 5:00 p.m. Monday through Friday
DEADLINE:	Thursday, August 28, 2025 5:00 p.m.
APPLICATION PROCEDURE:	Visit the Human Resources Website at www.smjuhsd.k12.ca.us
JOB DESCRIPTION:	See next page.
WRITTEN TEST:	The most qualified candidates will be invited to appear for testing.

Santa Maria Joint Union High School District programs, activities, practices and employment shall be free from unlawful discrimination, including discriminatory harassment, intimidation, and bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identifications, age, religion, marital, family or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information or any other characteristic identified in Education Code 200 or 220, Penal code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should immediately contact the District's Discrimination, Equity and Title IX Compliance Officer Mr. Salvador Reynoso, Director of Human Resources, at 2560 Skyway Drive, Santa Maria, CA 93455, (805) 922-4573 and/or sreynoso@smjuhsd.org. A copy of SMJUHS's Uniform Complaint Procedures, Non-Discrimination Policies, Sexual Harassment Policies are available upon request.

FISCAL TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director of Fiscal Services, perform a variety of accounting duties of a technical nature and above-average difficulty related to assigned district accounts. Communicate with accounting staff, attendance staff, facilities staff and other district personnel to review accounting functions, collect data, and exchange information.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Fiscal Technician class are responsible for performing complex accounting work in financial and statistical record keeping. Independently solve a variety of problems related to records maintained or procedures followed.

REPRESENTATIVE DUTIES:

- Review incoming purchase orders for required signatures and verify accuracy of object codes; date stamp and code requisitions according to established procedures and check for funds availability; follow-up as appropriate. **E**
- Prepare monthly attendance reports for administrator review. Submit attendance reports for specified periods to the county as required. **E**
- Prepare monthly transportation reports; tabulate transportation costs based on fuel invoices, district bus use, and district vehicle use. Prepare corresponding journal entries to allocate transportation expenses to correct district accounts. Create invoices as appropriate. **E**
- Prepare travel orders; audit and maintain travel records. Apply proper account codes and follow up as appropriate. **E**
- Process requests for reimbursement; apply proper account codes, tabulate and verify attached receipts for accuracy, and follow up as appropriate. **E**
- Respond to inquiries in person, by email, and on the telephone regarding account and program balances, journal entries, travel requests, purchase orders, and reimbursement claims. **E**
- Prepare invoice; follow up on past due accounts receivables. Coordinate with Student Body Bookkeepers as necessary. **E**
- Prepare reports for the sale and disposal of obsolete equipment. Coordinate with warehouse staff to sell equipment via online auction vendors as outlined in established procedures and the California Education Code. **E**
- Prepare documents for computer input; operate a computer terminal to input and receive information as assigned. **E**
- Gather, assemble, tabulate, check and file financial and statistical data and claims; assure accuracy of account classification for charging proper budgets for district expense items. **E**
- Assemble, tabulate, and prepare a variety of financial and statistical schedules for the district's year-end financial audit; maintain appropriate audit trails. **E**
- Type and process revolving fund checks; assure funds are balanced in register. Submit revolving fund reimbursement requests to accounts payable department. **E**
- Make copies of checks, prepare deposits and deposit clearing account and revolving account monies according to established procedures. **E**
- Independently compose letters and memoranda as directed. **E**
- Prepare journal entries and journal vouchers. **E**
- Process repair requests, warehouse orders and developer fees. **E**
- Prepare and maintain a variety of lists, records and reports including vendor list, year-end reports and other records and reports as assigned. **E**
- Provide back-up support for cafeteria accounting staff including cash counting and reconciliation of daily sales reports for food service program. **E**
- Provide back up support for payroll staff including distribution of payroll checks. **E**
- Provide back-up support for accounts payable and purchasing staff. **E**
- Maintain post-employment benefit records and complete benefit deposits for district retirees. **E**
- Perform a variety of clerical support functions including providing information, sorting and distributing mail and other functions as requested.

- Maintain, reconcile and replenish petty cash fund.
- Perform related duties as assigned.

KNOWLEDGE OF:

Methods and practices of governmental financial record-keeping.
 Bookkeeping methods and terminology.
 Modern office practices, procedures and equipment.
 Interpersonal skills using tact, patience and courtesy.
 Correct English usage, grammar, spelling, punctuation and vocabulary.
 Operation of a computer and proficiency in spreadsheet, database and word processing software.
 Oral and written communication skills.

ABILITY TO:

Process incoming expenditures and repair requests according to established procedures.
 Perform mathematical calculations with speed and accuracy.
 Prepare financial summaries and reports.
 Establish and maintain cooperative and effective working relationships with others.
 Set priorities and work independently.
 Meet schedules and time lines.
 Perform clerical duties as assigned.
 Communicate effectively both orally and in writing.
 Respond to inquiries in person, by email, and on the telephone.
 Maintain confidentiality of sensitive information.
 Operate assigned office equipment.

EDUCATION AND EXPERIENCE:

Equivalent to an associate's degree in business, accounting, or related field, and a minimum of 3 years of accounting related experience such as bookkeeping, accounts receivable, accounts payable, invoice processing, and basic payroll knowledge.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.
 Seeing to read a variety of materials.
 Dexterity of hands and fingers to operate a computer keyboard.

7/1/11

SMJUHSD

Range 24