

Job Title: Fiscal Technician
Classification: Office Personnel, Level E
Reports To: Department Administrator

General Description: Under the supervision of the Director of Accounting and Budget, is responsible for performing technical duties in the daily operations of the Accounting Office. This position may include, but not be limited to, the following performance responsibilities, qualifications, knowledge, skills, and abilities.

Performance Responsibilities/Essential Functions:

1. Enter requisitions, verify, and correct account codes; check pricing, update vendor information, addresses, taxes, due dates, and administrative approval; review and process Purchase Orders (PO); print, mail, and distribute purchase orders to ensure timely processing of orders, expedite purchases, and maintain documentation of expenditures.
2. Monitor open purchase orders, process purchase order adjustments. Correspond with vendors, buildings, and departments regarding vendor invoices, credits, and payments. Process and distribute reports to ensure internal and external contacts have the necessary payment and purchase order information.
3. Monitor, research, and implement public works requirements to maintain compliance with district policies as well as state, federal and local requirements for a public entity.
4. Review and process accounts payable; track and maintain independent contractor agreements and vendor contracts; verify and correct account codes; check pricing, addresses, taxes, due dates, administrative approval, and other pertinent details to ensure timely payments and proper handling of funds.
5. Review and process travel per diem checks. Process employee reimbursements for mileage, supplies, and travel expenses in accordance with district policies to ensure accuracy and validity of expense claims.
6. Maintain Procurement Card (P-card) program; ensure completion of required forms, issue P-cards, manage credit limits, MCC codes and maintain P-card documentation. Import P-card transactions from external software program to district accounting system. Review and approve P-card transactions to ensure accuracy and validity of purchases; verify and correct account codes; process P-card vendor payments from district accounting software monthly.
7. Process accounts receivable; maintain Accounts Receivable (AR) accounting system; reconcile billable items; gather pertinent documentation necessary to assemble and prepare monthly invoicing of AR in a timely manner to maintain district cash flow and budget integrity.
8. Generate quarterly Accounts Receivable (AR) statements, review, and follow-up on uncollected AR and Non- Sufficient Funds (NSF) through examination of AR aging reports and NSF Excel spreadsheet database; communicate with customers, banks, and school personnel as the initial collection attempt; generate list of uncollectable accounts for

Superintendent's approval to document attempts to collect past due AR and identify those that are deemed non-collectable.

9. Serve as custodian for district bank accounts, petty cash, change funds, and district postage funds; endorse, deposit, and record daily cash receipts, including local and Accounts Receivable (AR) payments; code district revenue to ensure accurate cash flow records are maintained in compliance with state, local, and federal regulations. Verify and process revenue transmittals on a weekly basis to submit to the Snohomish County Treasurer's office.
10. Reconcile district bank balances with monthly bank statements; maintain monthly bank reconciliation records for all district bank accounts using Excel spreadsheets. Monitor and ensure proper adherence to internal controls to minimize audit risk.
11. Conduct a review and follow-up on uncollected outstanding warrants and checks; process affidavits for lost instruments; void and reissue payments through the Snohomish County Treasurer; generate a list of unresolved warrants to be sent to the State of Washington Department of Revenue for unclaimed property.
12. Process and verify non-employee tax information for IRS 1099 forms; ensure accuracy of vendor information; prepare voucher and warrant reports for School Board approval and submission to Snohomish County, in compliance with district policies, as well as state and federal regulations.
13. Prepare and process expenditure journal entries and transfer vouchers for district-wide transportation charges, food service, and vehicle repairs ensuring appropriate account coding and allocation to respective budgets in order to facilitate expenditure tracking and maintaining appropriate fiscal balances.
14. Maintain district mail machine operations; ensuring machine is functional with adequate postage.
15. Conduct physical inventory counts of all district equipment and other inventories; process and maintain accurate equipment inventory records; review and finalize surplus forms; coordinate movement of surplus equipment; generate surplus reports for School Board approval; record and reconcile surplus items in fixed asset system.
16. Maintain accounting records by fiscal year, ensuring proper storage, labeling, retention, and disposal in accordance with district and State of Washington Retention Guidelines ensuring district compliance with state and federal regulations.
17. Provide training and support to district staff on purchasing procedures; communicate effectively with district staff, students, parents, vendors, and other external customers to ensure clear, concise communication that reflects well on the accounting department.
18. Participates in new learning as determined by the district/building.
19. Employees in this role are expected to perform their duties in person at the assigned district location.
20. Performs other duties as assigned.

Qualifications:

Education and Experience:

1. High school diploma or equivalent.
2. Two (2) year or equivalent Accounting degree is desirable.
3. Experience in a similar position, preferably within a school district.
4. Blood Borne Pathogen Training, provided at time of hire.

Knowledge, Skills, and Abilities:

1. Knowledge of general accounting practices, budgeting practices and procedures, including filing, recordkeeping, accounting, statistics, and application of safety procedures related to performance responsibilities.
2. Knowledge of computer operation and ability to learn specific software programs, generating reports through a variety of applications and utilization of data tracking tools.
3. Knowledge of school finance accounting and budgeting processes and cost projections; detecting calculation errors and verifying financial data.
4. Skills in effective oral and written communications.
5. Skills in organization, time management, flexibility, and multitasking.
6. Ability to learn and interpret laws and regulations governing Washington State school finance.
7. Ability to analyze and synthesize data and organize and prioritize work.
8. Ability to interpret technical data for non-technical staff.
9. Ability to work well under pressure and to meet tight timelines with a high degree of accuracy.
10. Ability to maintain strict confidentiality of student information at all times, including on site, interdepartmentally, between buildings, and within the community.
11. Ability to take direction in a professional manner and follow through.
12. Ability to exercise sensitivity in dealing with individuals of diverse socio-economic backgrounds, cognitive and physical abilities as well as with individuals of diverse cultural and ethnic backgrounds.
13. Ability to maintain good working relations with co-workers, staff, students, and community members.
14. Ability to follow SSD policies, procedures, and protocols.
15. Ability to maintain a consistent presence at assigned work location and fulfill assigned hours.
16. Ability to provide a positive and service-oriented attitude to all staff, parent, and community member.

Working Environment & Physical Requirements:

In terms of an 8-hour day, "Seldom" = 1-33%, "Occasionally" = 34-66%, "Frequently" = 67-100%
Seldom: sit/stand, carry up to 10lbs., push/pull, twist, bend, squat/crouch, perform repetitive arm/hand motion including fingering/pinching/gripping/keyboarding; Seldom/Occasionally: stoop, climb stairs, walk on uneven ground, reach above shoulder height; Occasionally/Frequently: lift up to 10 lbs., handle/grasp. Generally, the job requires 80% sitting, 10% walking, and 10% standing.

This job description outlines the general nature and level of work performed by employees in this role. It is not intended to describe all duties, responsibilities, or qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.