

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

| | | | |
|------------------------|------------------------------|------------------------|--|
| TITLE: | Fiscal Services Technician I | CLASSIFICATION: | Classified Non-Management (SEIU/Office-Technical) |
| SERIES: | None | FLSA: | Non-Exempt |
| JOB CLASS CODE: | 9631 | WORK YEAR: | 12 Months |

Reconcile stale-dated checks; return funds to employee or return to the general fund; correct Wage and Tax Statement Forms (W-2), and issue corrected W-2 form to employee. **E**

Correct addresses on returned checks; prepare cash revolving checks on a daily basis and special handling checks; place stop payments on checks, stop direct deposits, and place a trace on checks; cancel and/or reissue vendor or employee warrants. **E**

May monitor and maintain department budget according to established guidelines; order supplies and materials as assigned. **E**

Responsible for warrant distribution; provide assistance and training to district staff and sites; prepare a wide variety of forms; lift light objects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, emails, letters, and other communications. **E**

Promote teamwork by sharing knowledge, providing cross training for other employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and the department. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and three years of increasingly responsible experience

ABILITY TO:

Perform the basic function of the position.

Research, analyze, and interpret fiscal records and documents.

Prepare accurate and complete financial and payroll summaries and reports.

Perform computational tasks with speed and accuracy.

Conduct extensive research related to assigned duties.

Understand and carry out difficult oral and written instructions.

Establish and maintain effective working relationships with others.

Operate a computer, related software, and standard office equipment.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Lift light objects according to safety regulations.

Complete work with many interruptions to meet schedules and timelines.

Communicate effectively, both orally and in writing.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; constant interruptions; may drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and calculator; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.