



FISCAL OPERATIONS SPECIALIST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Professional (Non-Faculty)	PEU Local 1	76	07/01/2017	Classified	1 of 2

DEFINITION

To perform professional accounting and auditing work including the reporting, reconciliation and verification of fiscal records with a focus on facilitating both managerial and audited financial information for the District; and to ensure compliance with federal and state regulations as well as governmental and financial accounting standards.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Maintains detailed accounting records for the District’s restricted funds; ensures compliance with federal, state and other applicable regulations.
- Prepares, validates and submits internal and external reports, adhering to established timelines and deadlines.
- Prepares journal entries, budget transfers and schedules to record and analyze federal, state, county and other month-end or quarter-end transactions, including apportionment, property tax and grant-related activities.
- Prepares and reviews tentative and adoption budgets for District’s restricted funds.
- Performs technical analysis of budgeted and actual expenditures; identifies and addresses issues in a timely manner.
- Performs draw-downs for financial aid and other grant funds; prepares federal indirect rate calculation.
- Maintains, monitors and reconciles accounting records against other District reporting systems, such as the Facilities Project database and districtwide grant monitoring system.
- Assists in the creation of new general ledger accounts; verifies that all accounts follow District and Budget Accounting Manual guidelines.
- Monitors and reconciles District’s cash and investment accounts, records bank fees and other cash transactions.
- Prepares and performs detailed review of journal entries and budget transfers for assigned area.
- Works with the Purchasing Department to monitor and resolve issues related to contracts and change orders for the assigned area.
- Designs systems and reporting procedures, including user-friendly excel spreadsheets and trains other users in their application as necessary.
- Assists in the year-end close and the external audit.
- Assists the internal auditor in the planning, performance and auditing of special projects as needed.



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- Coordinates with personnel at all locations to resolve accounting issues, streamline reporting procedures and improve internal controls.
- Conducts site training seminars on proper accounting procedures and provides clarity of rules and regulations.
- Assists management with special projects.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Generally Accepted Accounting Principles (GAAP) for governmental accounting.
- Accounting and Enterprise Resource Planning (ERP) systems.
- Modern software applications (Microsoft Office Suite, etc.).
- Modern office procedures, practices and technical/equipment.
- Audit principles and practices of external auditors.
- Federal and state regulations and circulars.
- California Community Colleges Budget and Accounting Manual.

Skill/Ability to:

- Perform a large volume of tasks in accordance with deadlines and compliance requirements.
- Apply advanced spreadsheet skills and accounting skills in the completion of daily tasks.
- Perform special projects with minimal supervision.
- Prepare fiscal, statistical and narrative reports in a clear and concise manner.
- Research information including rules and regulations to successfully complete tasks.
- Serve as resource to others in matters pertaining to fiscal and budget planning and control.
- Communicate effectively, orally and in writing.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Five (5) years of progressive experience in the accounting/finance field, including preparation of financial reports, year-end accounting procedures, budgets, financial analyses and reconciliations.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a Bachelor’s degree from an accredited college or university in business management, accounting, finance, or related field, or the equivalent.

Adopted: 07/01/17