



## **Job Description**

**Position:**

Fiscal Services Assistant

**General Description:**

Performs receptionist duties and a variety of accounting procedures.

**Job Goal:**

To support the fiscal operations of the district while contributing to an efficient and positive office environment.

**Duties and Responsibilities:**

- Serves as office receptionist.
- Reviews all purchase order requisitions for accuracy and proper authorization. Assists site secretaries and other designated personnel with proper purchase order requisition entries. Prepares, mails and distributes all District purchase orders.
- Prepares accounts payable batches to ensure timely and accurate processing of vendor invoices and employee reimbursements. Notifies site personnel promptly of past due notices and contacts vendors when necessary. Processes accounts payable checks for mailing and maintains accounts payable files. Prepares warrant listing for monthly Board meetings.
- Creates invoices for billing outside agencies. Sets up receivables as appropriate..
- Prepares all deposits for the district.
- Assists payroll department with processing of timesheets and employee absences.
- Processes all payments for bond construction projects and maintains report of expenditures.
- Processes various reports as required by law.
- Coordinates and assists with Medi-Cal Administrative Activities program time surveys.
- Maintains inventory of general office supplies for the district office.
- Sorts and routes district and U.S. mail.
- Attends meetings and workshops as required.
- Assumes other related duties as assigned.

**Required Skills:**

- Receptionist and telephone techniques.
- Type and file with accuracy.

**Ability to:**

- Ability to communicate effectively and professionally in both oral and written form.
- Ability to work independently and effectively in order to meet deadlines.
- Ability to identify and maintain strict confidentiality of District documents, records and other sensitive information.
- Ability to establish and maintain cooperative relationships with those contacted in the course of duties.

**Knowledge of:**

- Knowledge of and ability to use spreadsheet and word processing software for special projects and tracking systems.

**Basic Qualifications:**

- Associates of Arts degree preferred; or high school diploma or equivalent.
- Passing score on the district secretarial skills test.

**Physical Requirements:**

Ability to see for purposes of reading policies and printed material. Ability to understand speech at normal levels in person, on the telephone, or on other district communication devices. Ability to communicate so others will be able to understand a normal conversation in person or on the telephone. Ability to operate necessary equipment including computers and computer software with dexterity. Ability to occasionally lift/carry supplies, materials and equipment weighing up to 15 pounds. Ability to demonstrate mental acuity in the performance of job related duties and interactions with students and adults.

**Working Conditions:**

Business office work environment, subject to sitting at a desk for long periods of time, bending and crouching, kneeling at files, pushing/pulling file drawers, equipment and supplies, reaching in all directions and working at a computer or other standard school equipment.

**Hours:**

Eight (8) hours per day

**Days:**

260 days per year including vacation and holidays.

**Salary:**

Range A of the Confidential Salary Schedule

**Evaluation:**

Chief Business Official