

**School District of Santa Rosa County
Job Description**

Fiscal Assistant I

Reports to: Site/Department Manager	FLSA Status: Non-Exempt
Department: Finance	Prepared by: Human Resources
Date: March 15, 2018	Job Code: 11040
Position #: 50031	Range: 13

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks that are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

Payroll

- Prepares monthly payroll reports, calculations, leave increments and balance sheets;
- Verifies all employee direct deposit requests for accuracy and enters in TERMS system;
- Electronically submits direct deposit and tax transfers;
- Calculates estimated monthly earnings for employees upon request;
- Maintains master payroll file and updates with changes in employee insurance or other voluntary deductions;
- Maintains current knowledge of personnel files containing financial information;
- Receives and verifies sick bank and donated leave forms and transfers all leave balances accordingly;
- Initiates all stop payments on payroll checks;
- Uploads data from AESOP system into District system;
- Assists employees in getting needed replacement payroll checks or replacement W-2 forms;
- Assists administrators and employees with needed help in payroll matters;
- Creates and maintains spreadsheets for use in monthly processing of records and/or for requested reports;
- Uses word processing software and district email system for communications;
- Prints, distributes and mails all employee payroll checks, as needed;
- Performs related duties as required or assigned;
- Learns and applies Board policies and procedures relating to fiscal issues.

Accounts Payable

- Receives, sorts and verifies invoices and purchase orders;
- Audits and processes invoices and purchase orders for payment;
- Performs daily proofing process of all invoices entered in TERMS system for payment;
- Balances each check run and prints, sorts and mails checks
- Posts and maintains journals, ledgers and other record books;
- Maintains filing system on signed purchase orders, statements and paid invoices;
- Totals and balances monthly entries and posts to general ledger and control accounts;
- Maintains cash receipts journals;
- Maintains spreadsheet on visa card usage problems for district's incentive program;
- Ensures invoice discounts are used when available;

- Researches and resolves past due invoices;
- Makes appropriate decisions related to vendor issues;
- ~~Processes and distributes annual Teacher Lead Program checks for all teachers;~~
- Initiates all stop payments on vendor checks;
- Assists vendors in getting needed replacement checks;
- Assists administrators and employees with needed help in accounts payable matters;
- Deposits funds to proper accounts and depository daily;
- Creates and maintains spreadsheets for use in monthly processing of records and/or for requested reports;
- Uses word processing software and district email system for communications;
- ~~Prints, distributes and mails all~~ **Processes** vendor payment, travel and payroll benefit checks;
- Performs related duties as required or assigned.

Supervision Received:

Site/Department Manager

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- ~~Four~~ **One** year experience in **responsible position with account** maintenance **or general** financial recordkeeping of bookkeeping records.
- **Experience with operation of a computer and other office equipment required. Spreadsheet experience preferred. Experience with the TERMS system (3270) preferred.**
- **Experience with handling confidential employee information preferred.**

Preferred:

Operation of computer, 10 key calculator and other office equipment; Type.

Physical Demands:

Must be able to operate a computer or data entry device; sit for extended periods; communicate using speech, hearing and vision skills. Office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.