



West Valley - Mission

Community College District

CLASS SPECIFICATION

FINANCIAL TECHNICIAN

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 59

DEFINITION

To perform a variety of complex and technical duties in the preparation and maintenance of assigned financial accounts; to prepare, review, and process documents, records, and reports related to area of assignment; and to provide technical assistance to district staff.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level Financial Technician class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Review, adjust, and record financial data related to area of assignment; detect and correct discrepancies; enter data into relevant databases or computerized systems; generate records and reports.

Monitor, audit, balance, and maintain a variety of accounts; identify and correct out-of-balance conditions; maintain related financial records.

Review, process, and disburse refunds and disbursements for assigned functions.

Research, compile, and prepare a variety of periodic and special reports related to area of assignment.

Review various documents and reports for accuracy, completeness, and compliance with district policies, laws, and other regulations.

Compile, calculate, organize, and record payments, deductions, transfers and journal entries.

Maintain accurate and comprehensive filing system of documents for research and audit purposes.

Prepare bank deposits and manage cash; post receipts and disbursements.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of financial accounting.

Methods, practices and terminology of financial record keeping.

Applicable federal, state, and local laws, regulations and reporting requirements.

Automated financial systems and applications related to accounting, financial control, and auditing functions.

Principles and practices of planning, accounting, and fiscal control applicable to community college district financial operations.

Federal, state, and district regulations, policies, and procedures applicable to area of assignment.

Ability to:

Plan, organize, and coordinate assigned district financial functions.

Provide information and assistance to district staff regarding practices and procedures of assigned area.

Train and provide work direction to less experienced staff.

Perform complex technical accounting duties related to area of assignment.

On a continuous basis, know and understand operations. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently, twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Maintain detailed and accurate records.

Compile and reconcile numerical and financial data.

Develop and implement various data collection, reporting, and filing systems.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible financial or bookkeeping experience.

Education:

Equivalent to an Associate's degree from an accredited college with major coursework in accounting, bookkeeping, or a related field.

EEO Category: Technical/Paraprofessional

Date Approved: July 1, 2017