

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	High School Financial Technician	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	High School or Adult School	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-33/CSEA 125 Salary Schedule

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**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform accurate accounting work involved in the maintenance of student body financial records and funds or adult education program accounts to provide reasonable, timely delivery of professional services; advise school administrators on financial matters and student body officers on proper financial policies and procedures.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Perform accurate accounting procedures pertaining to student body accounts, extra-curricular and co-curricular budgets or adult education program accounts to provide reasonable, timely delivery of professional services to the site. *E*

Maintain, count and verify monies received by the school in a reasonable, timely manner to ensure accurate receipts of student body accounts, fundraising activities and recordkeeping. *E*

Balance student body journal, ledger and cash daily; prepare daily deposit of receipts; deliver bank deposits to bank. *E*

Prepare purchase orders for purchases requested; prepare checks and vouchers for student body disbursements. *E*

Collect, receipt, balance and prepare listing for Board of Education fees collected on a daily basis to assist in providing opportunities for students to participate in arts, athletics and other extra curricular activities. *E*

Prepare and process supplemental and independent contracts related to various extra-curricular activities. *E*

Communicate with Transportation department related to student body activities to reserve and confirm transportation to provide reasonable, timely services to students and staff. *E*

Set up and distribute change boxes for a variety of activities including but not limited to ticket sales, verification of funds, athletic events, dances and club activities. *E*

Prepare and mail, in a reasonable, timely manner, accurate statements for accounts receivable. *E*

Maintain accurate tax records for State sales tax; prepare State Board of Equalization report. *E*

Prepare, reconcile and type financial statements for school events; prepare various financial reports to the District office as needed to ensure the financial viability of the student body funds and accounts. *E*

Prepare, develop and revise student body manual as needed; train and provide guidance to students and other staff related to assigned duties. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by accounting course work and four years of experience in financial record keeping work.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Accounting and budgeting principles, practices and procedures.  
Basic financial analysis.  
Financial and statistical record-keeping techniques.  
Current office practices, procedures and equipment.  
Interpersonal skills using tact, patience and courtesy.  
Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Perform accurate and complex accounting and auditing work.  
Prepare, develop, monitor and maintain accurate and timely financial statements and reports.  
Operate office equipment including but not limited to the usage of a calculator, fax machine or computer.  
Make calculations quickly and accurately.  
Communicate, understand and follow both oral and written directions effectively.  
Establish and maintain cooperative and effective working relationships with a diverse range of people.  
Work independently with little direction.  
Plan and organize work to meet schedules and time lines.  
Learn new or updated computer systems and programs to apply to current work.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Actively participate in meeting District goals and outcomes.  
Apply integrity and trust in all situations.  
Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School office environment; constant interruptions; contact with dissatisfied individuals.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, seeing to read, review and ensure accuracy of financial statements and reports; dexterity to operate a computer and other office equipment; sitting for extended periods of time; bending at the waist; kneeling or crouching to retrieve files; hearing and speaking to exchange information in person or on the phone.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E=Essential Functions*