

FINANCE TECHNICIAN

Purpose Statement

The job of Finance Technician was established for the purpose/s of determining procurement methods and initiating a variety of accounting activities including processing, recording, updating, and reconciling accounting information; providing instructions and/or accounting support to other personnel; processing all district receivables, payables, and cash deposits; preparing, checking, verifying, and maintaining vendor records and supporting documents; providing guidance on order processing; and documenting activities in accordance with district purchasing requirements and/or state/federal regulations.

This job reports to Information Systems Specialist

Essential Functions

- Analyzes all District payables and receivables in the IFAS system for the purpose of ensuring compliance with established accounting guidelines.
- Informs internal and external parties regarding procedural requirements for the purpose of providing necessary information for completing transactions, taking appropriate action and/or complying with established accounting guidelines.
- Maintains manual and electronic documents, files, and/or records (e.g. local purchase orders, requisitions, supporting receipts, utility bills, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with financial, legal, and administrative requirements.
- Prepares a variety of written materials (e.g. IFAS payables and receivables reports; forms, vendor statements, spreadsheets, welcome packet for new vendors, etc.) for the purpose of providing written reference, conveying information and/or complying with financial, legal and administrative requirements.
- Processes a variety of electronic and manual accounting information (e.g. IFAS payables and receivables, revenue, bad checks, donations, memberships, electronic purchase requests, payable vouchers, etc.) for the purpose of updating information and/or authorizing final action in compliance with accounting requirements.
- Researches discrepancies of financial information and/or documentation (e.g. billing information, invoices, payable vouchers, etc.) for the purpose of ensuring accuracy, and adhering to procedures prior to further processing and/or payment.
- Responds to inquiries from a variety of internal and external sources (e.g. staff, vendors, state and independent auditors, etc.) for the purpose of identifying and providing information, direction, appropriate referrals and/or resolving issues.

Other Functions

- Attends meetings for the purpose of conveying and/or receiving information required to perform functions.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying federal, state, and District policies, laws and regulations; operating standard office equipment including using pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and developing effective working relationships.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles.

ABILITY is required to schedule activities and/or meetings; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; working with frequent interruptions; adhering to federal, state, and District purchasing guidelines; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

8/1/2008

Salary Grade

Classified 55

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____