

MT. SAN ANTONIO COLLEGE**Human Resources****REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS**

****This form is used to gain approval prior to recruiting for a position.**

Instructions for completing this form are located on the back.Position: Fiscal Technician IIDepartment: Fiscal ServicesTime (FTE): 1 Term (months/year): 12Work Schedule (Days, Hours): M to F 7:30am to 4:30pmSalary Schedule (Range): 88

Background and Rationale (use back of form if additional space is needed): The Accounts Payable team consists of 4 individuals who process several thousands of payments annually. One of the AP staff members (Elizabeth Jaurequi) was promoted leaving a vacancy

A replacement is needed ASAP

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). None.

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): 11000-612000-211000-672000-2100 100 % Amount \$ 116,782Account Number(s): _____ % Amount \$ ~~109,879~~

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:

1. Requesting Manager Signature

6/9/23

Date

4. Human Resources Signature

Date

2. Division Vice President Signature

6/9/2023

Date

Sokha Song for Sokha Song6/20/2023

5. Vice President, Human Resources

Date

3. Chief Compliance/Budget Officer Signature

06/15/23

Date

☒ Funding available ☐ Funding not available Position Number: CA9678 Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

William J. Sengul
6. Signature of PresidentJune 27, 2023

Date

FISCAL TECHNICIAN II

DEFINITION

Under general supervision, performs a variety of routine to complex technical and administrative support duties in the preparation, maintenance, and processing of accounts payable, accounts receivable, payroll, financial expenditures, reimbursements, student accounts, and student aid; posts, balances, adjusts, and maintains accounting and financial records.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no supervision of staff. May provide training to assigned staff or other administrative support staff.

CLASS CHARACTERISTICS

This is the full journey-level class in the Fiscal Technician series that performs the full range of routine to complex administrative support and technical duties in the College's Fiscal Services Department and various other departments. Incumbents at this level are capable of performing varied technical and account support activities, including providing assistance to the students and staff regarding the payment of fees and fines, student loans, financial aid, payroll, vendor payments, and other accounting support activities. Incumbents of the Fiscal Technician II receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Fiscal Specialist in that the latter performs technical work with higher level of complexity and difficulty in assigned accounting/finance areas.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

1. Performs a variety of routine to complex technical accounting support duties, including posting, balancing, adjusting, maintaining, and reconciling accounts and financial records according to established policies and procedures.
2. Reviews, verifies, processes, posts, reports, and records a variety of financial transactions and documents, including invoices, requisitions, purchase orders, warrants, expense reports, reimbursements, travel reimbursements, vouchers, and related paperwork; ensures accuracy and timely processing of payments, checks, data, forms, and reports; tracks payments via worksheets.
3. Prepares and audits payment packages; reviews a variety of expenditures; matches purchase orders, invoices, and receiving reports; verifies prices and mathematical accuracy of payments, applicable taxes, and account codes; ensures fund availability; reviews contracts and agreements; verifies management approvals, Board authorization, and liability insurance coverage.
4. Assists in the preparation of the program, department, division, and/or campus-wide budget; prepares budget transfers and journal entries requests; assists with budgets projections and responds to related inquiries; communicates with departments regarding budget transfers and balances.
5. Monitors standing purchase orders; verifies invoice pricing and use of correct sales tax rates on invoices; reviews outstanding purchase orders at fiscal year-end to ensure accurate expenditure accruals and account balances; prepares open encumbrance report.
6. Records, assembles, tabulates, and reconciles financial and statistical data; reconciles and balances accounts; and researches and resolves discrepancies.
7. Maintains a wide variety of complex accounting and financial records, ledgers, statements, and reports; analyzes documents for payment; analyzes accounts.
8. Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary and technical reports and closing functions.

9. Processes information and develops reports using standard word processing and spreadsheet software, as well as, accounting, financial, and other related electronic information systems.
10. Assists with implementation and testing of automated enterprise application systems or emerging technologies related to assignment.
11. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
12. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
13. Performs other related or lower classification duties as assigned.

Positions that are located in the Payroll Department may perform the following duties, in addition to the duties above:

1. Audits and processes employee timesheets and verifies account numbers; inputs and verifies payroll deductions; processes related employee benefits and payroll transactions; generates payroll-related reports; maintains complex payroll spreadsheets.
2. Processes regular and supplemental monthly payroll for all employee groups, including certificated, classified, and hourly employees; performs complex payroll calculations; processes retroactive payroll adjustments; verifies overtime pay rates and makes adjustments accordingly.
3. Resolves timesheet discrepancies; assists in preparation of State and Federal withholding and related documents; processes adjustments and conducts audits of payroll transactions.
4. Completes, processes, and submits enrollment and termination forms for employee benefits and retirement purposes; assists employees in completing retirement forms and resolving retirement issues.
5. Responds to inquiries from employees regarding payroll; including employer benefit contributions and employee benefit deductions, sick leave and vacation and resolves payroll-related discrepancies and issues; processes employment verifications.

QUALIFICATIONS

Knowledge of:

1. Terminology and practices of financial and account document processing and record keeping and general accounting practices and procedures.
2. Applicable Federal, State, and local laws, regulatory codes, ordinances, as well as College policies, procedures, and objectives relevant to assigned area of responsibility.
3. Principles and practices of data collection and report preparation.
4. Business arithmetic, statistical and basic financial techniques.
5. Financial and statistical record keeping principles and procedures.
6. Modern office practices, methods, and computer equipment and computer applications, including word processing, database, and spreadsheet software.
7. English usage, spelling, vocabulary, grammar, and punctuation.
8. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

1. Perform detailed and complex account and financial office support work accurately and in a timely manner.
2. Train and provide work direction and guidance to others as needed.

3. Respond to and effectively prioritize multiple phone calls and other requests for service.
4. Interpret, apply, and explain applicable policies and procedures.
5. Compose correspondence and reports independently or from brief instructions.
6. Make accurate arithmetic, financial, and statistical computations.
7. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
8. Establish and maintain a variety of filing, record keeping, and tracking systems.
9. Understand and follow oral and written instructions.
10. Organize own work, set priorities, and meet critical time deadlines.
11. Operate modern office equipment including computer equipment and specialized software applications programs, 10-key calculator by touch, copier/scanner, printer, fax machine, currency and coin counters, cash register, and bankcard systems.
12. Use English effectively to communicate in person, over the telephone, and in writing.
13. Understand scope of authority in making independent decisions.
14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
15. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level accounting or related courses at a regionally accredited college and four (4) years of administrative, accounting, or payroll support experience, preferably within a higher education setting.

OR

Equivalent to an Associate's degree from a regionally accredited college in accounting, finance, or a related field, and two (2) years of administrative, accounting, or payroll support experience, preferably within a higher education setting.

A Bachelor's degree in Business Administration (with a related emphasis) will qualify incumbents for an increased pay grade.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbent must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.