

FINANCE TECHNICIAN

DEFINITION

Under direction, performs a variety of independent technical and analytical duties in the areas of budgetary analysis and development and financial management.

DISTINGUISHING CHARACTERISTICS

Positions in this class are characterized by their responsibility to perform highly complex accounting-related work requiring a high degree of accuracy and complex mathematical skills and to coordinate and oversee the work of others assigned to accounting positions.

OCCUPATIONAL GROUP

Classified (Confidential)

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Assists with the development of the District's annual budget. Updates and monitors the budget. Performs necessary transfers. **(E)**
2. Plans and performs a variety of complex budget and financial simulations, analysis and calculations. **(E)**
3. Assists in the revision, formulation and implementation of accounting record-keeping, systems and procedures.
4. Establishes and maintains journals, ledgers and accounting records. **(E)**
5. Prepares trial balance and financial statements. **(E)**
6. Prepares and compares schedules and completes fiscal records and reports designed to clarify fiscal matters and provide the basis for making sound financial forecasts, or support claims for entitlement income. **(E)**
7. Prepares account analysis when required. **(E)**
8. Works with computer-based accounting systems in preparing input to the computer and using output records. **(E)**
9. Makes complex mathematical calculations and verifies computations. **(E)**

10. Performs responsible tasks related to the preparation and management of account records and reports. **(E)**
11. Provides vacation and temporary relief as required.
12. Performs other duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

Knowledge of:

- Federal, state, county, and local program and reporting requirements, District financial position, expenditure control and budget preparation;
- Purpose, methods and practices of District bookkeeping and financial record-keeping;
- Bookkeeping and computer-based accounting systems.

Ability to:

- Perform complex accounting functions;
- Prepare and review financial statements and related summaries and reports;
- Operate standard office machines including calculator, typewriter, and computer;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative and effective relationships with those contacted during the course of the working day;

EXPERIENCE

Two years of professional or accounting experience, preferably in a public agency in the operation of accounting systems and preparation of management reports.

EDUCATION

Two years successful completion of college course work in accounting or closely related field.

WORKING CONDITIONS

- Office environment;
- Frequent interruptions.

PHYSICAL ABILITIES

- Seeing to read, review and assure accuracy of budget documents and financial statements and reports;
- Dexterity of hands and fingers to operate a computer keyboard;
- Sitting for extended periods of time;
- Hearing and speaking to exchange information in person or telephonically.

HAZARDS

- Extended viewing of computer monitor;
- Working around and with office equipment having moving parts;

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