



**Job Title:** Fiscal Assistant  
**Reports To:** Business Manager  
**FLSA Status:** Exempt

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### **JOB SUMMARY**

Under the direction of the Business Manager, performs a variety of general clerical functions in connection with maintaining business accounting records and reports, involving the use of manual and computer-assisted record management, storage and retrieval systems; handles confidential matters related to the district collective bargaining process and other related work as required.

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### **DISTINGUISHING CHARACTERS**

This is a confidential position requiring a high degree of organizational, planning and general fiscal accounting skills which will be used to provide the best possible support services.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Assists in the set-up of new employees in the financial software, PERS and OEBB.
2. Assists in the set-up of new vendors in the financial software.
3. Assists in calculating and verifying accuracy of timecards.
4. Assists with payroll and accounts payable data entry.
5. Assists with the processing of Form 239 requisitions.
6. Provides counseling and interpretation to employees on all health and welfare, retirement and supplemental insurance programs (e.g. medical/dental/vision, PERS, 403(b), 457, Section 125) to ensure compliance with District policy and procedures.
7. Assists in answering questions regarding payroll and benefit issues, complaints and concerns.
8. Assists in answering questions regarding purchasing to ensure compliance with District policy and procedures.
9. Assists with processing and distribution of warrants for employee benefit programs and voluntary deductions.
10. Assist with reconciliation and processing of timely payments to employee benefit carriers.
11. Assists in preparing all employee leave notification letters communicating rules of FMLA, OFLA and Worker's Compensation/Industrial Leave.
12. Assists in the management of BEA / OSEA sick leave pools.
13. Assists in the completion of employment verifications and benefit audits for unemployment insurance, and worker's compensation.
14. Assists in the coordination of annual open enrollment for benefit programs.
15. Communicates with District Administrators, bargaining units, employees and insurance carriers for the purpose of distributing benefit information and providing benefit expertise.
16. Assists in the preparation of annual work day calendars.
17. Assists in tracking of hours for monitoring compliance of Affordable Care Act (ACA).
18. Assists with employee leave accounting.
19. Disseminates payroll and/or Accounts Payable warrants to schools, departments and vendors as

directed.

20. Assists with central supply orders and inventory of central supplies.
21. Assists with warehousing and receiving, as needed.
22. Assists with Accounts Receivable, as needed.
23. Assist with monthly cash reconciliations, as needed.
24. Collects, compiles, processes and maintains a variety of fiscal and payroll related records and files.
25. Performs general clerical duties, including sorting, filing, duplicating, searching, answering the telephone and responding to informational inquires as needed in the finance department.
26. Assists in the preparation of materials necessary for compensation calculations for negotiation purposes.
27. Performs other related duties as assigned.
28. Assists with other district office functions as requested.

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### **MARGINAL DUTIES AND RESPONSIBILITIES**

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attend District trainings and staff meetings as required.
2. Serve on school committees and councils.
3. Serve as back up to other office staff.
4. Report issues to authorities as necessary, animal control, suspicious activity, etc.
5. Reports safety, sanitary and fire hazards immediately to supervisor.

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### **SUPERVISORY RESPONSIBILITIES**

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment at all times.

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### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High School Diploma, GED or higher. Licenses as determined by the District including a valid Oregon Driver License, etc.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Must be able to work effectively as a team member or independently. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Must be able to multi-task efficiently.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to appropriately communicate with administration, staff, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to effectively present information to directors, administrators and the Superintendent. Ability to read, interpret, and write simple instructions, correspondence, memos, and reports.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, verbal or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- **Computer Skills:** Proficiency in the usage of database software, internet software, and email. Ability to proficiently use the following programs: MS Word, Excel, Google Mail and Google Docs. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Must be able to perform tasks which involve independent judgment with speed and accuracy, interpret and apply policies, laws, rules and regulations. Must be knowledgeable of Business English, general office procedures and practices, and have a working knowledge of office equipment. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Completion of SafeSchools online training required annually.

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### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

As an exempt employee, occasionally perform work beyond a normal 40-hour work week when workload requires.

The work environment is located in the District Office and the office equipment includes, but is not limited to, fax, copier, phone, computer, etc. The noise level in the work environment is usually low to moderate but occasionally high depending upon the number of people in the building attending meetings and activities. The work may require travel between school buildings, other agencies, and local businesses. The employee may be exposed to bloodborne pathogens.

**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: HR Department

Prepared Date: August 2019

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date