

Fiscal Technician II
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=250713>

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Posted Dec. 19, 2024, set to expire Apr. 17, 2025

Job Title	Fiscal Technician II
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Dec. 19, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services
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Job Description

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Position Number: CM-199-2024

Division: Administrative Services

Department: Payroll

FTE: 100

Term (month/year): 12 Months/Year

Annual Salary Step Range: \$73,204.56 - \$93,429.36

Initial Screening Date: 01/20/2025

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Position Description

Position Overview:

The Payroll Department processes three monthly payroll cycles for approximately 5,000 full-time, part-time, and temporary employees each year.

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 Colleges 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 Functions(Illustrative Only):

1. Performs a variety of routine to complex technical accounting support duties, including posting,

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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. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
12. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
13. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
14. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
15. Prepares and delivers oral presentations related to assigned areas as required.
16. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

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17. 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:

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1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Terminology and practices of financial and account document processing and record keeping and general accounting practices and procedures.
3. Applicable federal, state, and local laws, regulatory codes, ordinances, as well as College policies, procedures, and objectives relevant to assigned area of responsibility.
4. Principles and practices of data collection and report preparation.
5. Business arithmetic, statistical and basic financial techniques.
6. Financial and statistical record keeping principles and procedures.
7. Modern office practices, methods, and computer equipment and computer applications, including word processing, database, and spreadsheet software.
8. English usage, spelling, vocabulary, grammar, and punctuation.
9. 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 and Abilities:

1. Advocate for and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Perform detailed and complex account and financial office support work accurately and in a timely manner.
5. Train and provide work direction and guidance to others as needed.
6. Respond to and effectively prioritize multiple phone calls and other requests for service.
7. Interpret, apply, and explain applicable policies and procedures.
8. Compose correspondence and reports independently or from brief instructions.
9. Make accurate arithmetic, financial, and statistical computations.
10. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
11. Establish and maintain a variety of filing, record keeping, and tracking systems.
12. Understand and follow oral and written instructions.
13. Organize own work, set priorities, and meet critical time deadlines.
14. Operate modern office equipment including computer equipment and specialized software

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applications programs, 10-key calculator by touch, copier/scanner, printer, fax machine, currency and coin counters, cash register, and bankcard systems.

15. Use English effectively to communicate in person, over the telephone, and in writing.

16. Understand scope of authority in making independent decisions.

17. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

18. 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:

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

OR

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

Desirable Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

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Licenses and Certificates:

None.

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Our Mission: The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

Our Vision: Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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