



FISCAL SERVICES ASSOCIATE I, II, III

BASIC FUNCTION

Under close- to-general supervision, perform a variety of basic-to-complex and responsible technical work in the general ledger, accounts payable, accounts receivable, purchasing, contracting, payroll, budget, grants and bond-funded financial activities within the disciplines of the District's fiscal services and business operations.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Compile, code, verify, reconcile and prepare a wide variety of financial information related to work assignments in areas such as general ledger, accounts payable, accounts receivable, purchasing, payroll, budget, grants, bond-funded and similar financial activities. "E"
- Prepare and update a variety of accounting, payroll, budget, purchasing, contracting and other financial records; provide information in the form of reports, summaries, graphs and charts; utilize specialized software, spreadsheets and similar tools for recording, summarizing and displaying data; generate and distribute various financial reports. "E"
- Review completed financial, budget, purchasing, payroll, contract and/or accounting forms for accuracy and completeness of information; adjust accounts following established guidelines and procedures; correct posting errors through appropriate journal entries and related documents. "E"
- Review financial documents, contracts, purchase orders, payroll time reports, reimbursements, invoices and expenditures and similar documents to ensure that District payroll, disbursements, purchases, payments and accounting matters are transacted in accordance with mandated requirements, such as wage and hour law, collective bargaining agreement provisions, approved contracts, specially funded programs, purchase orders, District policies and procedures and similar requirements. "E"
- Serve as a resource to District staff and stakeholders to answer questions related to assigned activities and functions, such as completing paper and on-line forms, financial data and similar activities. "E"
- Process specialized information, reports and forms, such as for fees, billing, project tracking, retirement system, deferred compensation, payroll, contracts, purchase orders, budget documents and other areas of financial operations. "E"
- Review and verify appropriation transfers, encumbrances, and expenditure documents for compatibility with funding sources, appropriation restrictions and availability of funds. "E"
- Review invoices and supporting documentation for proper authorization and conformance to accounting requirements; prepare payments through the District's financial accounting system; process and distribute progress payments; answers payment inquiries from vendors; follow- up on and resolve related problems. "E"
- Provide information and resolve inquiries, problems and concerns from contractors, vendors, employees, administrators and District stakeholders regarding invoices, payments, payroll, budgets,

grants, purchases, fiscal policies, procedures and practices, rules and regulations related to District financial systems and protocols. *“E”*

- Establish, maintain, file and retrieve a variety of financial services records, documents, contracts and related materials. *“E”*
- Maintain current knowledge and expertise regarding laws, rules, policies and procedures governing assigned functional area(s); participate in meetings, in-service training, and workshops to gather information required to perform assigned job functions. *“E”*
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to business practices with awareness and understanding of their impact in a racially and culturally diverse community. *“E”*
- Provide training, work direction and guidance to assigned staff as appropriate. *“E”*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Fiscal Services Associate classification series provides technical expertise and support to one or more of the fiscal disciplines, such as payroll, audit, general ledger, accounts payable, accounts receivable, purchasing, contracting, budget, grants and bond-funded financial activities, with specific responsibility for the processing, recording, updating and reconciling of fiscal information using standard accounting practices following well-established guidelines, policies and procedures. Levels are differentiated by complexity of work assignments, scope of independence and discretion in decision-making and levels of proficiency in both knowledge and expertise across multiple fiscal services disciplines.

The Fiscal Services Associate I is the entry-level classification in the classification series. Under close supervision, the primary focus for employees in this classification is to perform data entry of financial information and receive, review, verify and prepare routine financial documents within one of the designated financial services disciplines.

The Fiscal Services Associate II is the professional-level in the classification series. Under general supervision and within well-defined parameters, employees in this classification apply specific knowledge of the processes and procedures required to prepare financial documents in one of the designated financial services disciplines, while cross-training and developing expertise in other functional areas of the fiscal services disciplines. This level demonstrates a working knowledge of the requirements and processes within one of the designated financial services disciplines while developing expertise in other financial services disciplines.

The Fiscal Services Associate III is the advanced-level in the classification series. Under general supervision and with limited discretion, employees in this classification perform the most complex, technical financial accounting work, serve as a resource to other district staff and are expected to perform, and have the expertise and flexibility to perform, the work of a professional-level Fiscal Services Associate for various disciplines in the financial services department and/or to serve as a lead over one of the Fiscal Services functional areas, providing training, work direction and guidance to designated staff.

This series differs from the various Financial Services Analyst series, where the emphasis is on a higher degree of complexity of fiscal analysis, greater latitude in the development and interpretation of policy and in complex problem resolution. In the Analyst-level series processes are performed with employees' working

knowledge of and expertise in implementing generally accepted accounting principles (GAAP) and laws for federal reporting entities.

EMPLOYMENT STANDARDS

Knowledge of:

Terminology, principles and practices in one or more of the disciplines within general financial accounting, budgeting, payroll, purchasing, contracting, bookkeeping and budgeting systems.
Specialized budgeting, accounting, payroll, and similar financial software.
Current technologies, office equipment, spreadsheet and word processing software.
Effective written and oral communication techniques.
Techniques and principles of high-quality customer service.

Ability to:

Perform the functions of the assigned discipline(s) by applying district, state and federal laws, rules, policies and regulations.
Understand, interpret, apply and explain district and finance department rules, policies and procedures related to assigned discipline(s).
Implement fiscal policies, procedures and financial accounting systems.
Enter, reconcile and verify data with and without the use of technology and/or software.
Perform basic, routine, to specialized technical accounting and financial services for a designated discipline, with a potential need to develop advanced-level skills and expertise in multiple disciplines.
Advocate, model and implement Portland Public School's Racial Educational Equity Initiative and board policies.
Learn and implement PPS Equity in Public Purchasing and Contracting board policy and related procedures.
Maintain accurate records.
Learn and develop expertise in performing duties through a variety of specialized financial software programs.
Provide effective customer service, exercising discretion, tact and diplomacy
Establish and maintain effective relationships with those contacted in the course of work.
Meet deadlines and schedules, while adapting to changing work priorities.
Maintain confidentiality.
Develop the skills and ability to provide training, work direction and guidance to designated staff as appropriate.
Communicate effectively both orally and in writing.
Operate a variety of office machines, technologies and software.

Education, Training and Experience:

The Fiscal Services Associate I requires an Associate's degree in Business, Finance or a related field and one (1) year of experience performing basic accounts payable, receivable, general ledger, payroll, purchasing, contracting, budgeting or general bookkeeping activities or two (2) years of experience as a Finance Clerk, High School Bookkeeper or Payroll Benefits Clerk with the Portland Public Schools. Additional demonstrated experience in one of these areas may substitute for the required Associate's degree on a year-for-year basis.

The Fiscal Services Associate II requires an Associate's degree in Business, Finance or a related field and three (3) years of experience performing professional technical-level duties within accounts payable, receivable, general ledger, payroll, purchasing, contracting, budgeting or general bookkeeping or one (1) year of experience as an Fiscal Services Associate I with the Portland Public Schools.

The Fiscal Services Associate III requires an Associate's degree in Business, Finance or a related field and four (4) years of experience performing professional technical-level work in a variety of areas within accounts payable, receivable, general ledger, payroll, purchasing, contracting, budgeting or general

bookkeeping or two (2) years of experience as an Fiscal Services Associate II with Portland Public Schools. Experience serving in a lead or supervisory role is desirable.

Any other combination of training and experience which demonstrates the applicant is likely to possess the required skills, knowledge and abilities may be considered.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is typically performed in a business office environment.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office; dexterity of hands and fingers to operate a computer keyboard and other technologies and office equipment; sitting, standing and walking for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Non- Exempt

Bargaining Unit: N/A

Salary Grade: FSA I: 7; FSA II: 15; FSA III: 19

Approval Date: December 6, 2016

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society.

The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.

Board of Education Policy 1.80.020-P