

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: FISCAL SERVICES ASSISTANT

BASIC FUNCTION:

Under the direction of the Fiscal Services Officer, or assigned supervisor, perform a wide variety of responsible clerical and administrative support duties related to the assigned office; prepare and maintain a variety of records and reports as it pertains to the Fiscal Services Division. Must be able to exercise independent judgment and work independently.

REPRESENTATIVE DUTIES:

Receive and record incoming insurance payments from cash payment participants, maintain related files. *E*

Sort and distribute commercial "B" warrants to vendors according to established procedures and guidelines. *E*

Assist with the process of maintaining vendor identification numbers and the issuance of 1099's, including request of identification numbers, necessary follow up notices according to the Internal Revenue Services (IRS) rules, and research of IRS rules on backup withholding. *E*

Maintain and process bus pass applications for all students and issue district bus passes according to established procedures and guidelines. *E*

Set up and maintain direct deposit applications for employees. Process and set up forms on the Human Resource system (HRS), handle and resolve any problems or discrepancies received from employees or Los Angeles County Office of Education. *E*

Record receipt of jury duty reimbursements from employees, verify posting of absences, and follow up with employees for receipts not received for jury duty service. *E*

Verify requests for lost/stolen payroll warrants and coordinate with Los Angeles County Office of Education for re-issuance, distribute replacement warrants to employees and collect receipts for services. *E*

Gather requests from employees requesting duplicate W-2's; process applications on HRS, maintain files and distribute duplicate W-2's according to established procedures and guidelines. *E*

Assist with District's annual open enrollment for health insurance benefits, including ordering required materials, set up and coordinate meetings, assist with distribution of materials to all employees/retirees, and other assignments as needed. *E*

Assist with the processing of sick leave transfer requests from new employees and terminating employees transferring to other school districts. Record and maintain files as needed on the District's in-house system. *E*

Sort and distribute incoming U.S. and intra-District mail. *E*

Provide clerical support and assistance to other Fiscal Services management staff as needed. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human Resource System (HRS), GEMS, PeopleSoft programs and the District's in-house system, VAX.
Modern office practices, procedures and equipment.
Record storage, retrieval and management systems.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Telephone techniques and etiquette.
Interpersonal skills using tact, patience and courtesy.
Basic first aid techniques and procedures.

ABILITY TO:

Operate Human Resource System (HRS).
Perform a variety of clerical duties involving typing, filing and maintaining records or reports in support of a school or District function.
Learn and apply laws, rules, regulations involved in assigned clerical activities.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Operate a variety of office equipment including computer workstation as required by the assignment.
Meet schedules and time lines.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Work cooperatively with others.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of general clerical experience including some experience with automated office equipment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment, hearing and speaking to exchange information in person or on the telephone, seeing to proofread documents and typing assignments, and sitting for extended periods of time, bending, pushing, lifting, and moving objects weighing up to 25 pounds.