



American Indian Model Schools

171 12th Street 3rd Floor
Oakland, CA 94607

DRAFT

JOB DESCRIPTION – FISCAL SERVICES TECHNICIAN

PRIMARY FUNCTIONS

Under the supervision of the Chief Business Officer the Fiscal Services Technician is responsible for assisting the Chief Business Officer in administering the financial systems/procedures of American Indian Model Schools (AIMS) and providing financial support. All accounting work is to be completed in accordance with the AIMS established systems of internal control, per the Business Office Policy & Procedure Manual.

ESSENTIAL DUTIES:

Accounts Payable

- Processes payments of bills, matching up checks with invoices, obtaining signatures, mailing, and filing.
- Maintains Vendor W9's and prepares annual 1099 information for CSMC.
- Tracks Sales & Use Tax transactions on a calendar basis and assists in preparation of the annual Sales & Use tax filing to State of California.

Payroll

- Collects timesheets, Swipe Clock records, collates hours, reviews final results, confirms changes, updates benefits, coding, and location allocation.
- Compiles, prepares, processes semi-monthly hourly and salaried payroll through a third-party vendor.
- Processes approved leave changes, new hires, terminations, withholding changes, direct deposits and enters into the payroll system.
- Maintains employee payroll deductions.
- Calculates payouts for accrued sick leave and vacation payouts.
- Distributes paychecks.
- Enters payroll employee data into QuickBooks.
- Files reports and maintain records.
- Meets calendar schedule for payroll including pay dates and processing schedule.

Purchasing

- Processes all school purchases through a purchase order system, including coordinating all annual classroom book, supply purchases and field trips for faculty.
- Confirms receipt of all approval and budgetary paperwork.
- Confirms receipt of materials ordered for invoice approval.

- Provides regular budget reports to division and department heads.
- Maintains internal controls.
- Maintains and posts to credit card payment system.

Other

- Maintains Business Office records and filing maintenance.
- Performs other duties as assigned by the Chief Business Officer or designee.

ABILITIES AND EXPECTATIONS

- Ability to interact in a timely and accurate manner with outsourced third-party payroll and back office accounting provider.
- Ability to communicate effectively with a wide range of personalities to describe and exchange accounting and financial information, policies and procedures.
- Ability to communicate verbally and in writing so others will understand.
- Ability to quickly master new software and accounting procedures.
- Ability to work independently.
- Ability to function under pressure.
- Expected to demonstrate attention to detail and thorough completion.
- Expected to provide excellent customer service with effective communication.
- Expected to be dependable.
- Expected to maintain confidentiality in all situations.
- Expected that duties and responsibilities will be performed with a high level of accuracy.

QUALIFICATIONS

- BA Degree in Accounting, Finance, Business or related field.
- Experienced in QuickBooks, Excel and MS Office.
- Familiarity with school accounting and/or administration.
- Strong computer skills for using accounting software and spreadsheets.
- Excellent computational and mathematically reasoning.
- Organized.

This is a non-exempt position. The incumbent is eligible for overtime compensation. The Board of Directors reserves the right to waive any minimum qualifications.

Board Approved: _____