

Danville City School District

Fiscal Services Assistant - Title I (146)

JOB POSTING

Job Details

Posting ID

146

Title

Fiscal Services Assistant - Title I

Description

GENERAL DEFINITION OF WORK

Under the supervision of the Director I - Federal Title Programs and Instructional Support, the Fiscal Services Assistant - Title I is responsible for financial accounting duties specific to Title I, Part A.

ESSENTIAL FUNCTIONS

- Prepare requisitions, purchase orders, and invoices
- Post to accounts, check balances, prepare financial reports and statements
- Assist Director I - Federal Title Programs & Instructional Support with development of annual budgets within federal grant applications
- Assist other departments by providing information on fiscal matters related to Title I, Part A
- Process for payment a variety of bills specific to Title I, Part A expenditures
- After checks have been written, assemble checks with copies of invoices to be mailed
- Maintain files for all paid invoices
- Assist in the development and maintenance of records and bookkeeping systems
- Perform responsible technical work in the preparation and maintenance of financial records
- Monitor spending of Title I, Part A grant to ensure compliance with designated timelines
- Assist in the development and maintenance of records and bookkeeping systems
- Answer telephone; provide information to the public and school staff
- Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of bookkeeping terminology and methods
- Thorough knowledge of school programs and benefits in the area assigned
- General knowledge of standard office methods and procedures
- General knowledge of routine accounting principles
- Ability to maintain financial records and prepare reports and statements
- Ability to make arithmetical computations quickly and accurately
- Ability to post accounts with speed and accuracy
- Ability to understand and follow complex oral and written instruction
- Ability to operate a variety of office machines
- Skill with technology is required
- Demonstrated ability to work with limited supervision within constrained time frames, and at high level of accuracy
- Skill in the analysis and development of various forms of data
- Ability to establish and maintain effective working relationships with others
- Ability to communicate ideas effectively both orally and in writing

EDUCATION AND EXPERIENCE

- Any combination of education and experience equivalent to graduation from high school, supplemented by business courses
- Extensive and increasingly responsible experience in clerical work

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$17.40 to \$27.85
<i>Salary Code</i>	Per Hour	<i>Job Category</i>	Classified
<i>External Job Application</i>	Clerical	<i>Internal Job Application</i>	Clerical
<i>Location</i>	Central Office	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	<i>General Start Date</i>	02/14/2022
<i>Internal End Date</i>	<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Classified Survey
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