

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CONFIDENTIAL

Job Title: Fiscal Specialist

Job Code: 7529

Department: Multiple Locations

Pay Grade: 4

Date: 10/6/11

BASIC OBJECTIVES

This position is responsible for quasi-administrative and technical matters pertaining to the day-to-day operations in the area of assigned responsibilities. Work involves a variety of complex technical duties and the employee is expected to exercise considerable independent judgment in determining work priorities, methods, practices and procedures to complete the job assignments.

JOB TASKS/RESPONSIBILITIES

1. Explains and interprets reports, policies and procedures to District personnel.
2. Assists supervisor with time sensitive projects, i.e., all phases of the development, allocation and monitoring of operating budgets; audits of personnel/payroll transactions to ensure compliance with collective bargaining agreements, and/or planning and scheduling of activities during critical periods.
3. Responds to inquiries, regarding procedures, transactions, allocations, and/or requests for information.
4. Monitors, verifies, reviews, updates, analyzes, and reconcile reports.
5. Assists in researching and interpreting historical and/or complex information.
6. Prepares analyses and processes payments as needed.
7. Follows adopted policies and procedures in accordance with School Board Policies and/or Bargaining Unit Contracts.
8. Maintains confidentiality regarding business matters.
9. Performs related duties as required or as assigned.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: bending, twisting, reaching, sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Associates Degree or an equivalent combination of education, training and experience. Bachelor's degree in business administration, accounting finance or related field, preferred.
2. Minimum of four (4) years of progressively responsible experience in the areas of accounting, budgeting, cash management, payroll, compensation or a related field.
3. Demonstrated knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.
4. Ability to deal effectively with the public.