Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 01/16/2020

Financial Technician I

Pay Scale: B
Level: 7
FLSA Status: Non-Exempt
Job Family: School-Based Support
Primary Location: School-Based

Job Overview
The Financial Technician I provides timely processing of financial data, accounts payable invoices and encumbrances, accounts receivable billing and posting and other financial transactions through financial systems at elementary schools. Additionally, the Technician assists with administrative responsibilities and office management.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Oversees and carries out the finance and accounting needs at the school
- Enters financial data and records of transactions into the LCPS financial and accounting systems in accordance with the appropriate procedures
- Orders supplies, equipment, textbooks, and furniture based the school budget and availability of funds; monitors the transactions; documents expenses in the appropriate report and account; confirms delivery and uploads documents or provides to the appropriate department
- Reviews financial transactions for correct coding, approval and adherence to guidelines
- Assembles and verifies accounting or other financial data
- Prepares and balances deposits and receipt transactions
- Compiles and retrieves monthly, quarterly, semiannual, and annual totals, reports, and financial statements
- Responds to request for information made from the public, parents, staff, and other interested parties
- Manages school entry; verifies and documents all personnel entering and leaving the school premises
- Answers routine questions; directs callers/visitors to appropriate location or staff member
- Provides support with the student registration process
- Prepares a variety of routine correspondence, logs, information, paperwork, invoices, forms and related information to ensure accuracy and completeness
- Receives, sorts, and distributes a variety of correspondence, deliveries, and mail
- Files documents alphabetically, numerically, or by other prescribed methods established with filing systems
- Reviews and maintains calendars for school staff; schedules appointments and meetings; updates bulletin boards; maintains reference files/materials/logs, and other office records
- May notify central office staff, school staff, and other parties of informational matters requiring their attention
- Manage and maintain accurate employee time, leave, and scheduling records by reviewing time, updating timecards, and ensuring all required documentation is submitted in compliance with payroll and division requirements

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
High School Diploma or GED

Experience

Licenses and Certifications

Knowledge, Skills and Abilities
- Knowledge of general English vocabulary, spelling, and arithmetic
- Knowledge of modern office equipment, practices and procedures
- Ability to compose routine memoranda and letters from general instruction; maintain clerical records and prepare routine reports from such records
- Ability to operate a computer, printer, scanner, fax machine, phone system, shredder and other general office equipment
- Good organizational, human relations, and communication skills
- Ability to work under pressure and/or with frequent interruptions

Physical Requirements
The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Work requires frequently sitting and/or remaining in a stationary position for long periods of time; exerting up to 25 pounds of force occasionally and negligible amounts of force frequently to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure
Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.