

PLEASE POST



Personnel Commission
CLASSIFIED POSITION ANNOUNCEMENT
FISCAL SERVICES SPECIALIST
(ACCOUNTING/PAYROLL)

An Equal Opportunity Employer

SALARY:
Step 1: \$4,283 – Step 5: \$5,206 Monthly

FILING DATE:

The District Classified application and supplemental form must be submitted to the Personnel Commission Office prior to **May 16, 2022, 4:30 P.M.**

SELECTION PROCEDURE:

This is an **OPEN** recruitment to establish an eligibility list and fill a vacancy. The eligibility list will be used to fill vacancies which may occur during the life of the eligibility list.

This position is full-time, 12 months per year.

The recruitment process will consist of a written examination and an oral technical interview, which are **tentatively** scheduled for the weeks of **May 23-June 3, 2022**. Qualified applicants will be notified by US mail or email.

POSITION INFORMATION

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical accounting, payroll and complex administrative duties related to the preparation, maintenance and audit of financial records and accounts within a specialized area such as payroll and accounting projects. (See attached for a complete job description.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level training with specialized course work in accounting, bookkeeping or related field and three years increasingly responsible experience in the preparation and maintenance of financial and statistical records or the maintenance of employee health benefit programs in an automated accounting environment.

Torrance Unified School District Personnel Commission

This is a summary of information related to our recruitment, selection and employment practices. The stated requirements represent only the minimum required and do not guarantee qualification for examination or placement on an eligibility (hiring) list. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision of this bulletin and the job description may be modified or revoked at any time without notice. For more detailed information, check with the TUSD Personnel Commission Rules and Regulations that are incorporated by reference.

RECRUITMENT AND SELECTION

APPLICANT PROCEDURE: Information you supply will be subject to review and verification. PLEASE PRINT LEGIBLY. All application material must be received on or before 4:30 p.m. on the posted deadline date. The Personnel Commission shall assume no responsibility for late notice, delays, or non-delivery due to mail or e-mail service. POSTDATED APPLICATIONS ARE NOT ACCEPTABLE. Resumes are NOT accepted in lieu of a completed District application form. After your application has been reviewed and you appear to meet the employment qualification standards, you will be invited to participate in an examination process as described below. Your application will be accepted only if it is complete and you meet minimum requirements for the position.

CONVICTION RECORD: If you have EVER BEEN CONVICTED OF A MISDEMEANOR AND/OR FELONY OR BEEN CONVICTED OF ANY CRIME UNDER ANY NAME regardless of any subsequent court action or dismissal or expunging of records, you will be required to provide CONVICTION information regarding type of conviction, the type of crime, date and place and circumstances and results of all cases. Give a COMPLETE report of all offenses. A conviction will not automatically prevent you from being considered for hire, but not reporting the conviction is falsification of your application.

EXAMINATION PROCESS: This may consist of any of the following parts: 1. A supplemental evaluation of training and experience. The evaluation is individually and independently conducted by two members of a committee. 2. A written examination of technical knowledge, skills, and abilities. It may cover any subject matter appropriate to the duties of the position and/or subject matter required to meet specific federal and state proficiency. 3. An oral examination, or its equivalent, to assess and verify your qualifications, education, experience, training, and suitability for service. The oral examination will be conducted by an oral interview panel composed of subject matter experts. You must achieve a weighted passing score of 70%. Oral interviews are required by California Education Code to be **TAPE RECORDED**. 4. Other examination processes which the Personnel Commission Office determines to be related to the job may also be administered. The Director – Personnel Commission determines passing score and assigns relative percentage weight to each part of examination.

Candidates must be on time to every examination since we cannot admit anyone after their scheduled time. Attendance will be at the candidate's expense.

Once on the eligibility list, ensure that you return calls no later than 4:00 p.m. on the next business day after you receive a call for availability for certification from the Personnel Commission. Failure to call will result in your name not being included in a certification list and removal from the eligibility list. It is the candidate's responsibility to notify Personnel Commission of change of address/phone number for contact.

NOTIFICATION OF EXAMINATION AND EXAM RESULTS: Candidates are typically notified by email or U.S. Mail of the time and place of examinations. Examination results are sent out as soon as possible following grading and compilation of scores. Examination scores are NOT given over the phone.

PROTEST PROCEDURE: A protest of any part of an examination must be in writing, and must be submitted during the five day review period, or received in the office of the Director-Personnel Commission no later than the fifth working day following the day candidates' exam results are emailed/mailed. Any protest must include rationale to support the protest.

ELIGIBILITY LIST: An eligible list of candidates will be based on the scores received on the examinations administered. Final selection of appointees will be made from the top THREE RANKS of certified eligibles on the list, along with others such as transfer eligibles, reinstatement eligibles, etc. Any one of the people certified may be appointed to the vacant position, and the names of the persons not selected are returned to their respective eligibility list to be considered for the next vacancy. Lists typically remain in effect for one year, or until there are less than three ranks who are willing and available to accept appointment. Eligibility lists may be extended for up to one additional year.

LONGEVITY PREFERENCE: Longevity credit shall be added to the final passing scores of candidates who have permanency with the District as follows: .5 points for service through the first year but less than two (2) years of service and .5 points thereafter for each completed year with a maximum of three (3) points.

VETERANS PREFERENCE: If the front of this announcement indicates that the examination is being held for an OPEN recruitment, veterans of war service may obtain an additional five (5) points and disabled veterans an additional ten points added to their composite score by submitting proof of veterans status in the form of a DD-214 to the Personnel Commission Office at the time of application. These are the dates that are applicable: WWII - 12/07/41 to 12/31/46, Korea - 06/27/50 to 01/31/55, Viet Nam - 08/04/64 to 05/07/75, Persian Gulf - 08/02/90 to 02/28/92, and Global War on Terrorism - 9/11/01 to present. These points are added to the scores after an applicant obtains a passing score overall for initial employment ONLY.

DISABILITY ACCOMMODATION: By law, we are not permitted to ask if you have a protected disability. If you require special accommodations, it is your responsibility to submit written request from your medical professional at the time of application filing to the Personnel Commission staff so that accommodations may be arranged to meet your requested medical needs.

EMPLOYMENT

State law requires all of our employees to swear or affirm allegiance to the United States and the State of California, and to be finger-printed for the purpose of conducting a confidential background investigation and record check of criminal, military or civil convictions. The Personnel Commission staff may obtain confidential references from your former employer(s). TUSD is a drug, alcohol, smoke, harassment free and diversity-driven work environment.

TUBERCULOSIS AND /OR PHYSICAL EXAMINATION: As required by state law, you must provide a medical release, signed by a medical doctor within the previous 60 days prior to your employment which shows you have a negative TB test result. We can provide you with local agency addresses upon request. It is to your advantage to get and keep your TB test result current, which will help avoid delays if you are offered employment. The results from an intradermal Mantoux or a chest x-ray are acceptable. A tine test is not. We require a physical examination of all new employees which may include a urine sample.

RIGHT TO WORK: ALL NEW EMPLOYEES MUST HAVE A PHOTO ID AND SOCIAL SECURITY CARD, or legal equivalent, at the time they are employed. Non-citizens may be employed if they have an authorizing Alien Registration Card, or can otherwise prove their right to work under federal law.

SAFE DRIVING RECORDS/STANDARDS: An acceptable safe driving record is defined as no more than five moving violations or two avoidable accidents within the past three years; nor any violation of driving while under the influence, intoxicated or reckless driving in the past five years.

OFFICIAL OFFERS OF EMPLOYMENT: Official offers of employment are made by Human Resources and are subject to satisfactory completion of ALL the pre-employment processing including such things as physical, TB clearance, fingerprinting, Oath of Office, resolution of any appeals or protests, proof of eligibility to work in the United States, and so forth, and approval by the TUSD Board of Education.

BENEFITS: As earned by a regular classified employee working at least 50% or more are as follows:

VACATION AND SICK LEAVE: One (1) day of vacation and one (1) day of sick leave are earned for each month worked. These benefits are prorated for part-time employees. Employees are not eligible to use vacation until the probationary period has been completed.

HOLIDAYS: Thirteen (13) paid holidays per year.

PERSONAL NECESSITY LEAVE: Up to seven (7) days of leave are available for certain emergencies (deductible from sick leave).

BEREAVEMENT LEAVE: Up to five (5) days of leave and an additional three (3) days for out-of-state travel or necessary travel beyond 500 miles of the District (as measured by the shortest land route).

INSURANCE: The District provides health, dental and vision benefits for all permanent full-time and part-time (20 hours or more per week) employees. Basic Life Insurance is mandatory provided through Lincoln Financial Insurance. The employee may choose between three health care plans, two dental plans and one vision care plan. Dependents may be covered in the same plans selected by the employee, at the employee's expense.

PART-TIME EMPLOYEES: Less than 50% time employees, while eligible for earned vacation, holiday pay, sick leave and similar benefits on a pro rata basis, are NOT eligible for the health and insurance package.

RETIREMENT: Classified employees are members of the Public Employees Retirement System (PERS). Approximately 7% of the employee's salary is contributed to the System while the District's fair share is determined by the state. Retirement may be taken after reaching age 50 and five (5) years of service. Service earned on or after January 1, 2013, then you must be at least age 52 to retire. Upon resignation, the employee's contribution only is refundable. Mandated alternate retirement plans are available to part-time employees who are not eligible for PERS.

PROBATIONARY PERIOD: All classified employees serve a probationary period of 130 days of active service. For positions designated as executive, administrative, or supervisory, the probationary period shall be 260 days of paid regular service in one classification.

SALARY INCREASES: Salary increases are granted based upon satisfactory performance at the end of probation and annually thereafter for the following three (3) years. Longevity increments are given after ten (10), fifteen (15), and twenty (20) years of active service.

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: FISCAL SERVICES SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical accounting, payroll and complex administrative duties related to the preparation, maintenance and audit of financial records and accounts within a specialized area such as payroll and accounting projects.

REPRESENTATIVE DUTIES:

Perform complex and technical accounting and payroll duties in support of an assigned department; establish, monitor and maintain assigned accounts. **E**

Gather, assemble, post, balance and summarize accounting and payroll data; reconcile and balance assigned accounts; record financial and payroll transactions; prepare and maintain journals and ledgers; prepare trial balance; monitor and control expenditures to assure funds cover expenditures and are charged properly to assigned accounts. **E**

Prepare statistical and financial reports and statement as mandated by County, State, and Federal agencies or requested by administrators such as profit and loss statements, balance sheets, reimbursement claims, California Employment Development Department New Employee Registry Benefit Audit data and personnel cost and budget projections **E**

Provide technical expertise and assist schools/departments and employees regarding accounting and payroll questions/concerns; interpret laws, rules, regulations and contracts governing school accounting and District payrolls; research prior fiscal year data and transactions relating to current problem resolution. **E**

Communicate with State and County Office personnel, financial institutions, vendors, and District personnel to resolve problems, correct errors, obtain authorizations and exchange information. **E**

Process accounts receivable and accounts payable as assigned; prepare billings; maintain related files; audit and record receipts and expenditures; deposit and transfer monies and investigate discrepancies. **E**

Process payroll and related records for an assigned major payroll; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data. **E**

Monitor changes in payroll-related data; analyze and record changes, corrections or adjustments as necessary in accordance with the Public Employees' Pension Reform Act of 2013 (PEPRA); prepare the classified or certificated payroll in accordance with established schedules and pertinent collective bargaining agreements. **E**

Maintain records of individual earnings, deductions and related data; process retirements and terminations as appropriate; verify documents for proper account codes, pay rates and related data. Process the payroll-related sections of various employment verification forms. **E**

Maintain employee attendance records; verify and input individual sick leave and vacation allowances, usage and payoffs; report final sick leave balance for additional service credit for retirement; distribute related lists and notices as needed. **E**

Audit financial and payroll data and documents to assure accuracy, completeness and compliance with District policies and procedures and applicable governmental regulations. **E**

Receive, sort and distribute paychecks and warrants according to established procedures and guidelines; prepare, issue and cancel warrants as needed. **E**

Assist other employees in Fiscal Services department with completion of tasks as needed/assigned. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting and auditing principles, practices and procedures.

Financial, statistical and fiscal record-keeping principles.

Preparation of comprehensive accounting reports.
Modern office practices, procedures and equipment.
Applicable sections of State Education code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer work station.
Technical aspects of field of specialty.
District organization, operations, policies and objectives.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Maintain and audit fiscal records and accounts.
Perform technical and complex accounting work in the preparation, maintenance and review of financial records, accounts and reports for an assigned department.
Assure compliance with applicable District policies, procedures and governmental regulations.
Comprehend and explain each of the Bargaining Unit's contract provisions, rules, regulations and policies as they pertain to employee salaries.
Balance accounts and reconcile bank statements.
Prepare financial records, reports and statements.
Interpret and apply rules, regulations, policies and procedures.
Operate a variety of office equipment and machines such as typewriter, calculator, copier and computer.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Communicate effectively both orally and in writing.
Work independently with little direction.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level training with specialized course work in accounting, bookkeeping or related field and three years increasingly responsible experience in the preparation and maintenance of financial and statistical records or the maintenance of employee health benefit programs in an automated accounting environment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Bending, pushing, moving, and lifting objects weighing up to 25 pounds. Dexterity of hands and fingers to operate office equipment, seeing to read, post and assure the accuracy of financial records and documents, and hearing and speaking to exchange information.



Personnel Commission
CLASSIFIED POSITION ANNOUNCEMENT

FISCAL SERVICES SPECIALIST (ACCOUNTING/PAYROLL)

SUPPLEMENTAL EXAMINATION
(THIS IS CONSIDERED AN EXAMINATION)

NAME: _____

EMAIL: _____

PHONE: _____

Both the standard application form and the supplemental application are **REQUIRED** of all applicants and must be filed in the Personnel Commission office by **May 16, 2022, 4:30 PM**.

1. The following questions have been designed to allow you the opportunity to provide a more detailed description of your knowledge, skills, abilities, background, training and experience as related to the position you are applying for. Please provide detailed responses for each question. Where applicable, responses must include the name of your employer(s), dates of employment where you performed the duty, and the title of your position(s) where you performed the function. Be aware that you are competing in the first phase of the examination process. It is your responsibility to ensure that all information you deem important to your candidacy is included. A resume or referral to a resume in lieu of a response is not acceptable. This supplemental application must be typed or legibly printed. Applicants that submit an illegible or incomplete application will be disqualified from consideration.

CERTIFICATION

By signing below, I hereby certify that all statements made in this supplemental application are true and complete to the best of my knowledge, and that any misstatement of material facts will subject me to disqualification or dismissal.

SIGNATURE OF APPLICANT: _____ DATE: _____

FISCAL SERVICES SPECIALIST (ACCOUNTING/PAYROLL)

SUPPLEMENTAL EXAMINATION (THIS IS CONSIDERED AN EXAMINATION)

2. This position requires two (2) years of college-level training with specialized course work in accounting, bookkeeping or related field.

Do you have college-level training in accounting, bookkeeping or related field?

Yes No

3. How many year(s) of college-level training in accounting, bookkeeping or related field do you possess?

- I do not have experience in this area.
 1 year but less than 2 years
 2 years but less than 3 years
 3 years but less than 4 years
 4 years but less than 5 years
 5 or more years

4. This position requires three (3) years increasingly responsible experience in the preparation and maintenance of financial and statistical records or the maintenance of employee health benefit programs in an automated accounting environment.

Do you have experience in the preparation and maintenance of financial and statistical records or the maintenance of employee health benefit programs?

Yes No

5. How many years of increasingly responsible experience in the preparation and maintenance of financial and statistical records or the maintenance of employee health benefit programs in an automated accounting environment do you possess?

- I do not have experience in this area.
 Less than 1 year
 1 year but less than 2 years
 2 years but less than 3 years
 3 years but less than 4 years
 4 years but less than 5 years
 5 or more years