

San Benito High School

Title: Fiscal Services/Human Resources Analyst

Definition/Basic Function: Under the direction of the Chief Business Officer and the Director of Human Resources, the position performs duties that span the offices of Human Resources and Fiscal Services. These activities include: monthly payroll for substitutes, student workers and extra hours, monthly docks, student body and cafeteria accounting, health and welfare billing, state, federal and local financial report preparation; and other related duties.

Directly Responsible to: Chief Business Officer

Examples of Duties/ Essential Functions:

1. Prepares and submits payroll for classified and certificated substitutes and student
2. workers;
3. Prepares and submits payroll for summer school;
4. Prepares monthly payroll processing for docks;
5. Reviews payroll vouchers for accuracy of corresponding hours;
6. Completes loan verifications of employment;
7. Completes health and welfare reconciliation billing;
8. Prepares and distributes annual personnel action forms for all staff;
9. Maintains all student body accounting records;
10. Maintains all cafeteria accounting records;
11. Prepares bank deposits and reconciles bank statements for selected accounts;
12. Prepares state, federal and local financial reports for payroll, student body, cafeteria and other reports as assigned (e.g. J-19, R-2);
13. Audits and processes related invoices as required;
14. Audits and processes fringe benefit billings;
15. Assists in counting money;
16. Acts as support to the Fiscal Services Supervisor for financial reporting operations and audit duties;
17. Arranges work to meet deadlines;
18. Performs financial clerical/typing assignments as required;
19. Performs other related duties as assigned;

Required Qualifications:

Knowledge of:

Human Resources and Payroll related to institutions of public education; complex compensation calculations and adjustments; advanced spreadsheet functions;

Training, Experience and Educational Requirements:

Certificates/Licenses:

- Four (4) years of college or any combination of education, training or experience that would likely provide the desired knowledge and abilities.

Desirable Qualifications:

Knowledge of:

- Office software suites including word processing and spreadsheets;
- Office procedures, methods, equipment, computers and accounting;
- Basic auditing, bookkeeping and financial procedures;
- English usage, spelling, grammar and punctuation;
- Type at least 45 words per minute;
- Operate calculators and computers;
- Receptionist and telephone techniques;
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Physical Demands of Position:

The following essential physical requirements:

1. Seldom
2. Occasional
3. Often
4. Very Frequent

1. Ability to stand, sit, walk, twist, stoop, crouch, bend over at the waist, grasp,
2. reach overhead, reach above the shoulders and horizontally, sit or stand for extended periods of time (3)
3. Push, pull, lift, and to carry 0 to 25 pounds (2)
4. Push, pull, lift, and to carry 0 to 25 pounds at above head height. (2)
5. Ability to read (4)
6. Ability to hear and understand speech at normal levels (4)
7. Ability to communicate so others will be able to clearly understand (4)
8. Ability to walk long distances (2)
9. Ability of hands to grasp and manipulate small objects (4)
10. Ability to reach in all directions (4)
11. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust and focus (4)
12. Dexterity of hands and fingers to operate a computer keyboard and other office equipment (4)
13. Hearing and speaking to exchange information in person and on the telephone (4)
14. Ability to perform multiple tasks concurrently in an office environment with numerous interruptions (4)
15. Repetitive hand motions (4)
16. Prolonged use of office equipment (4)

Work Environment:

- Inside and outside environment
- Pressure of deadlines and time constraints
- Stress from demands made by staff and students
- Constant interruptions
- Ability to cover other work stations

Work Hazards:

- Subject to exposure to communicable or infectious diseases
- Tasks may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Salary Range: Classified Salary Schedule – Range 17.0

Daily Service: 8 hours per day, 40 hours per week
12 months per year

SBHSD Board Approval Date: 12/14/2021



Director of Human Resources

12/14/21

Date



Superintendent

12/14/21

Date