

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JULY 2025
SALARY SCHEDULE #85
RANGE: 17.0
CLASSIFIED MIDDLE MANAGEMENT – OVERTIME EXEMPT
CODE: 2, 6, 8**

INTERNAL FISCAL SERVICES ASSISTANT

DEFINITION

Under general direction, assist Internal Business Services by performing technical and analytical functions related to Kern County Superintendent of Schools (KCSOS) financial operations.

EXAMPLES OF DUTIES

Perform and assist with the year-end-closing of books;

participate in the development, review, maintenance, and reporting of grant budgets and financial information;

assist KCSOS departments with budgetary development and analysis;

perform multi-year budget projections;

supervise and evaluate accounting staff in performance of duties;

provide KCSOS departments and customers with accounting support;

participate in KCSOS audit activities;

prepare budget analyses and staff/labor cost analyses;

perform specialized and complex financial, accounting, auditing and monitoring tasks;

analyze, implement, and maintain KCSOS departmental budgets;

use Quintessential School Systems (QSS) business systems, spreadsheet programs, and other business software to assist internal accounting staff and KCSOS departments in their fiscal responsibilities;

prepare various financial reports and files with appropriate oversight agencies;

design and maintain spreadsheet applications to analyze data and prepare reports for KCSOS departments, customers and vendors;

consult with KCSOS staff regarding the financial status of Foundation funds and accounts;

plan, organize and conduct staff training regarding budget development, cash transfers, payroll transfers, and other internal business processes;

use state of California's Standardized Account Code Structure System (SACS);

run accounting reports and supplementary financial data, and download or import information into appropriate software applications as needed;

assist with trainings and presentations to other KCSOS staff on business processes and workflows, as needed;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Knowledge of QSS financial system and Microsoft Office applications, CDE reporting requirements, KCSOS accounting and financial policies and procedures.

Ability to:

Maintain cooperative inter-departmental and public relations;

work with and support KCSOS staff, customers and vendors in a professional manner;

create, use and improve spreadsheet applications;

prepare fiscal, statistical and written reports in a clear and concise manner;

effectively and efficiently review, monitor, audit and verify financial statements and reports;

review and correct accounting records;

oversee accounting for fixed assets inventory.

Experience:

Five (5) years of responsible accounting, auditing, budgeting, payroll, position control, or financial records management in a school district or County Office of Education setting, or equivalent experience in auditing or other government employment.

Education:

Bachelor's degree plus 15 units in accounting or accounting related courses.

Degree in accounting, finance, business, mathematics or closely related field preferred.

Master's degree can be substituted for 2 years' experience.

Advanced degree is desirable.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

CP: rn

7/3/2025

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