

**FISCAL AND RECORDS SUPPORT SPECIALIST (School District)**

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of specialized clerical and fiscal support work in a school district Business Office, with responsibility for invoicing, accounts receivable, and the maintenance of financial and administrative records. The incumbent prepares and processes tuition, supply, and inter-district billings; maintains accurate receivable and payment records; organizes and retains fiscal, grant, and State Aid documentation in compliance with New York State record retention requirements; and communicates with internal departments, BOCES, vendors, and outside agencies to collect and transmit required information. Work is performed under general supervision and requires accuracy, organization, discretion, and adherence to established procedures, as errors may result in financial discrepancies, audit findings, or delays in payment or regulatory reporting.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Invoicing and Accounts Receivable:

Collects and compiles documentation necessary for invoicing, including purchase orders, pricing data, and supporting correspondence.

Prepares, records, and issues invoices for tuition, supplies, and inter-district billing.

Requests student billing data (NRT, CPSE, and other tuition-related charges) from internal departments.

Monitors outstanding balances, follows up on payments, and maintains accurate receivable logs.

Files and retains all documentation and correspondence related to invoicing and payments.

**FISCAL AND RECORDS SUPPORT SPECIALIST (School District)****Page 2**Records and File Management:

Organizes and maintains both physical and digital files by fund, month, and fiscal year in accordance with NYS record retention schedules.

Collaborates with OU BOCES on grant documentation and related recordkeeping.

Prepares, maintains, and files State Aid and grant documentation.

Digitizes and indexes paper records, ensuring secure storage and retrieval.

Coordinates shredding and secure destruction of obsolete records, maintaining retention and destruction logs.

Assists with preparation for audits, legal inquiries, and FOIL requests.

Administrative and Communication Support:

Prepares and processes check and non-check payment requests.

Compiles and transmits documentation to BOCES, vendors, or other outside agencies.

Assists with small-scale purchasing, including purchase order creation and supply ordering.

Orders, distributes, and tracks receipt books and related materials.

Drafts and updates procedural instructions for recurring office tasks to ensure consistency.

Schedules and assists with staff meetings, webinars, and training sessions.

Maintains confidentiality and professionalism in handling sensitive materials.

Interoffice Services:

Handles the daily distribution and exchange of mail, documents, and supplies among district buildings and designated external locations.

Ensures timely and secure transport of sensitive and confidential materials.

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Provides backup support for postage, mail distribution, and check scanning as needed.

Intern Coordination and General Office Support:

Trains, assigns, and oversees interns performing filing, scanning, and shredding tasks.

Ensures compliance with confidentiality and office procedures.

Organizes office cabinets, manuals, and archival folders for each fiscal year.

Provides general clerical support to Business Office staff, including photocopying, filing, and data entry.

Assists in the routing and recordkeeping of invoices and other fiscal documents.

Workers' Compensation and Disability Insurance:

Serves as district liaison for Workers' Compensation and Disability Insurance matters.

Processes accident and disability claims and forwards documentation to Benetech and/or the Central Business Office.

Submits quarterly GA-4 reports to the State and coordinates payment processing.

Oversees annual renewal of Excess Workers' Compensation coverage.

Maintains CE-200 exemption forms and related correspondence.

Ensures all communications include the Business Official and Treasurer.

Inventory Management:

Coordinates inventory updates and reporting with Questar.

Tracks discards and maintains proper documentation and approvals.

Maintains correspondence with Questar and ensures compliance with inventory reporting requirements.

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Prepares materials for review, signature, and audit.

Tracks and documents shredding and disposal activities for compliance reporting.

Assists with special projects, data collection, and administrative assignments as directed.

Additional duties include providing clerical support related to Workers' Compensation and Disability Insurance, assisting with purchasing and payment processing, maintaining inventory documentation, distributing interoffice materials and supporting general office operations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of financial recordkeeping and business arithmetic; working knowledge of accounting and billing principles as applied to public sector operations; working knowledge of office terminology, procedures, and modern record management systems; proficiency in Microsoft Office, Google Workspace, and financial management software; ability to understand and interpret written materials such as invoices, contracts, and State forms; ability to organize and maintain detailed and accurate financial and clerical records; ability to perform data entry with accuracy and attention to detail; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative working relationships with district personnel, vendors, and outside agencies; ability to handle confidential information with discretion and integrity; dependability, initiative, accuracy, courtesy, and sound professional judgment are required; strong understanding of fiscal recordkeeping, public-sector billing processes, business arithmetic, and accounting/billing systems; ability to maintain accurate receivables, logs, and audit-ready documentation; ability to organize, digitize, and maintain detailed physical and

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electronic records; follow NYS retention schedules; perform precise data entry; and manage multiple fiscal workflows simultaneously; skilled in Microsoft Office, Google Workspace, financial management software, and modern office systems; able to interpret invoices, contracts, and state forms accurately; strong written and verbal communication skills; able to collaborate with district staff, vendors, BOCES, and outside agencies; capable of providing clear instructions and maintaining positive working relationships; demonstrates integrity, discretion with sensitive information, reliability, initiative, sound judgment, and the ability to work independently while ensuring compliance with district, state, and audit requirements.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma, which included the use of computerized accounting or billings systems; or
- (B) Completion of thirty (30) semester credit hours from a regionally accredited or New York State registered college or university in Accounting, Business Administration, or a closely related field; or
- (C) An equivalent combination of training and experience as defined in (A) and (B) above.

**SPECIAL REQUIREMENTS FOR APPOINTMENT:** (1) Possession of a valid New York State driver's license at the time of appointment, and throughout employment, and (2) Fingerprint clearance in accordance with New York State Education Department requirements.

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**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Competitive

Public Hearing: n/a

NYS Civil Service Commission Approval: n/a

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