

FISCAL ASSISTANT

FUNCTION OF THE JOB

Under close supervision, performs a broad variety of technical work in a department, division, program, or other work unit within County government. Typical duties include preparing, processing, and maintaining a variety of financial records and reports, entering, verifying, and checking data, and processing financial accounts and records; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS

At this level, work involves routine, repetitive, and recurring tasks that require following standardized, sequential steps, processes, or procedures. Assignments are structured and specific guidelines are available in procedure manuals and/or written or verbal instructions. Deviations from standard practices require prior approval by the supervisor, who is generally available to answer questions and make decisions, or professional staff within the work unit.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

The following list of duties and responsibilities are commonly performed by a position at this level, but are not necessarily required of all positions.

1. Greets and assists customers, in person, by telephone or by other methods to provide information, answer questions or directs to appropriate staff.
2. Receives, records and processes payments and receipts in accordance with established processes and procedures and prepares related reports.
3. Performs basic accounting tasks and transactions; maintains basic account records which may include expenditures, collections, revenue, or budget information.
4. Creates, updates, and maintains basic spreadsheets for department/division files and records.
5. Provides information and assistance to customers, clients, or staff.
6. Identifies and researches discrepancies and takes appropriate corrective action.
7. Prepares routine journal entries in department/division accounts as directed.
8. Distributes or posts financial data to appropriate accounts and prepares simple reconciliations.
9. Organizes and maintains files, scans documents, records and reports, copies materials, files paper and/or electronic information and distributes documents as necessary.
10. Manages confidential and sensitive information and documents
11. Prepares bank deposits.
12. Performs cashiering and p-card transactions.
13. Performs timekeeping and payroll duties.
14. Utilizes HRIS and other department-specific software.
15. Attends department/division meetings.
16. Responds to and resolves basic inquiries or problems or directs to appropriate staff.
17. Follows and adheres to County policies, procedures, and federal, state, and local regulations.
18. Establishes and maintains effective, professional, positive, and respectful working relationships and communications internally, with other County departments/divisions, clients/customers, outside agencies, and the general public.
19. Performs other duties as apparent or assigned.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of MS Office products or comparable office product, particularly Excel and Access.
2. Working knowledge of accounting practices, procedures, methods, and equipment.
3. Working knowledge of department/division requirements, policies, procedures, rules, laws, etc.
4. Working knowledge of unique or specialized terminology specific to department/division operations.
5. Working knowledge of specialized software programs, including County-wide financial systems.
6. Working knowledge of standard office equipment, including telephones, fax machines, keyboards, copiers, printers, scanners, shredders, and department/division specific equipment.
7. Working knowledge of computers and other technology needed to prepare documents, spreadsheets, financial records, and reports.
8. Working knowledge of department specific programs.
9. Ability to accurately perform intermediate arithmetic computations.
10. Ability to prepare and maintain spreadsheets.
11. Ability to make routine decisions using standardized policies and practices.
12. Ability to maintain and enhance skills, participate in on-going training, and increase knowledge of County, department and division services, policies, and procedures.
13. Ability to adapt to new department/division policies, procedures, programs, and environment.
14. Ability to follow and understand oral and written instructions.
15. Ability to establish and maintain effective, professional, positive, and respectful working relationships and communications internally, with other County departments/divisions, clients/customers, outside agencies, and the general public.
16. Ability to work effectively as a member of a team and deal with people in an effective and timely manner.
17. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
18. Ability to organize and prioritize work.

Training and Experience

1. High School Diploma or GED.
2. One-year of post high school work experience in finance or accounting.
3. One-year of post high school education from a recognized college or university in accounting, finance, business, or a closely related field may be substituted for the work experience requirement.