

FISCAL SPECIALIST

FUNCTION OF THE JOB

Under general supervision, performs skilled technical work in a department, division, program, or other work unit within County government. Typical duties include preparing, developing, analyzing, and maintaining a variety of difficult financial documents, records and reports, and assisting with various financial transactions; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS

At this level, work is performed independently. Assignments are varied, involving different and/or unrelated processes and methods that require evaluation of alternate courses of action. Latitude to select the most appropriate methods and tools to get the work done are made within established administrative guidelines, regulations, or instructions. The incumbent normally receives little instruction on day-to-day work and receives general instructions on new assignments. The incumbent seldom refers matters to supervisor except for clarification of policy or resolution of unusual matters.

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. Has a thorough understanding of and is competently able to perform the duties of the Fiscal Assistant.
2. Prepares and posts routine and complex journal entries without direction, checks and verifies information and makes corrections as necessary.
3. Develops and maintains complicated spreadsheets, ledgers, and financial reports; prepares a variety of financial and statistical reports required by the County, department, division, or local, state, or federal agencies.
4. Collects, prepares, and analyzes detailed financial information; prepares records, reports, and statistical information which may include expenditures, collections, or budget information.
5. Identifies, responds to, and resolves inquiries or problems in accordance with County, department or division policies and procedures.
6. Prepares, researches, and analyzes various financial documents and reports.
7. Identifies, responds to, and resolves advanced financial inquiries and issues or directs to appropriate staff.
8. Prepares complex documents, correspondence, and reports.
9. Prepares bank deposits.
10. Performs cashiering and p-card transactions.
11. Creates and reconciles invoices; pursues overdue payments.
12. Organizes, develops, and maintains complex files and file systems.
13. Manages confidential or sensitive information and documents.
14. Performs timekeeping and payroll duties.
15. Utilizes HRIS and other department-specific software.
16. 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.
17. Performs other duties as apparent or assigned.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of and proficiency in MS Office products or comparable office product, particularly Excel and Access.
2. Comprehensive knowledge of importing and exporting data.
3. Comprehensive knowledge of applicable federal, state, and local statutes and regulations.
4. Considerable knowledge of department/division requirements, policies, procedures, rules, and laws.
5. Considerable knowledge of department specific programs.
6. Considerable knowledge of accounting practices and procedures.
7. Considerable knowledge of unique or specialized terminology specific to department/division operations.
8. Considerable knowledge of specialized software programs.
9. Considerable knowledge of standard office equipment, including telephones, fax machines, keyboards, copiers, printers, scanners, shredders, and department/division specific equipment.
10. Considerable knowledge of computers and keyboarding to prepare documents, spreadsheets, financial records, and reports.
11. Considerable knowledge of the County-wide financial structure.
12. Ability to accurately perform difficult arithmetic computations.
13. Ability to exhibit critical thinking skills.
14. Ability to create and maintain advanced formulas and spreadsheets.
15. Ability to follow and understand advanced oral and written instructions.
16. Ability to analyze and resolve problems.
17. Ability to maintain and enhance skills, participate in on-going training, and increase knowledge of County, department and division services, policies, and procedures.
18. Ability to adapt to new department/division policies, procedures, programs, and environment.
19. Ability to adapt to rapidly changing priorities and deadlines.
20. 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.
21. Ability to work effectively as a member of a team and deal with people in an effective and timely manner.
22. 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.
23. Ability to multi-task, organize and prioritize work.
24. Ability to make difficult decisions
25. Ability to work independently.

Training and Experience

1. High School Diploma or GED.
2. Three years of post high school work experience in finance or accounting.
3. 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 on a year-for-year basis.