

## SENIOR FISCAL SPECIALIST

### GENERAL DEFINITION OF WORK

Under general direction, performs advanced technical work in a department, division, program, or other work unit within County government. Typical duties include preparing, developing, and analyzing a variety of complex financial documents, records, and reports, coordinating programs or projects, collecting and analyzing data, and preparing reports; performs related work as required.

### DISTINGUISHING FEATURES OF THE CLASS

Work is performed independently with minimal supervision. Assignments are broadly stated in terms of objectives to be met, and/or they are specialized and require the use of analytical and critical thinking to determine appropriate action. Work is governed by a variety of complex rules and regulations such as statutory language, administrative code or rules, policies, and/or procedures that are applied and often require analysis and interpretation. Positions require considerable knowledge of the program or functional area(s) to enable the employee to work effectively and independently in a wide range of work situations. Positions may lead or direct the work of other support staff.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Characteristic 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 and Specialist.
2. Performs specialized fiscal duties in support of a program or functional area.
3. Performs quality assurance reviews within the program or functional area, identifies deficiencies, and provides feedback as necessary to effectively recommend changes in the policies and procedures of the program area.
4. Assigns, directs, trains, and monitors the work of designated support staff; provides guidance and feedback.
5. Gathers data, prepares, researches, and analyzes complex information; identifies and resolves problems and errors related to department/division specific programs or projects.
6. Provides back-up assistance to the Supervisor, as necessary.
7. Assists in developing, revising, implementing, and disseminating policies and procedures related to department/division specific accounts, policies, and programs.
8. Identifies, researches, and resolves complex problems utilizing advanced knowledge of department operations and County-wide fiscal policies, procedures, and practices.
9. Serves as liaison within and between departments/divisions.
10. Manages routine and special projects and schedules.
11. Utilizes HRIS, cashiering, timekeeping, and financial systems to perform related work.
12. Audits accounts, records, and processes.
13. Assists with departmental projections.
14. Prepares, manipulates, and submits complex financial and statistical reports.
15. Acts as a subject matter expert on department/division programs, policies, and procedures.
16. Follows and adheres to County policies, procedures, and federal, state, and local regulations.
17. Attends department meetings.
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. May be required to work outside normal business hours.
20. Performs other duties as apparent or assigned.

## QUALIFICATIONS

### Essential Knowledge and Abilities

1. Comprehensive knowledge of and a high degree of 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 department/division requirements, policies, procedures, rules, and laws.
4. Comprehensive knowledge of applicable federal, state, and local statutes and regulations.
5. Comprehensive knowledge of department specific programs and County-wide financial systems.
6. Comprehensive knowledge of accounting practices and procedures.
7. Comprehensive knowledge of unique or specialized terminology specific to department/division operations.
8. Comprehensive knowledge of specialized software programs.
9. Comprehensive knowledge of standard office equipment, including telephones, fax machines, keyboards, copiers, printers, scanners, shredders, and department/division specific equipment.
10. Comprehensive knowledge of computers and keyboarding to prepare documents, spreadsheets, financial records, and reports.
11. Comprehensive analytical and critical thinking skills.
12. Some knowledge of supervisory practices.
13. Ability to exercise independent judgment and make difficult decisions in accordance with department standard practices and procedures in a wide variety of situations.
14. Ability to create and maintain complex formulas and spreadsheets.
15. Ability to effectively organize and prioritize work.
16. Ability to provide leadership to other staff.
17. Ability to train and review the work of other support staff.
18. Ability to maintain and enhance skills, participate in on-going training, and increase knowledge of County, department and division services, policies, programs, and procedures.
19. Ability to adapt to new department/division policies, procedures, programs, and environment.
20. Ability to follow and understand complex oral and written instructions.
21. 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.
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 deal with people in an effective and timely manner.
24. Ability to adapt to rapidly changing priorities and deadlines.
25. Ability to work independently.

### Training and Experience

1. High School Diploma or GED.
2. Five years of post high school work experience in finance or accounting.
3. a. An associate degree from a recognized college or university with a major in finance or accounting may substitute for two (2) years of the work experience requirement.  
OR  
b. A bachelor's degree from a recognized college or university with a major in finance or accounting may substitute for four (4) years of the work experience requirement.