



NOVEMBER 2016
FLSA: NON-EXEMPT
Bargaining Unit: GE
JCN: 2201/2202

FISCAL ASSISTANT I/II

DEFINITION

Under immediate or general supervision, in either a centralized fiscal or departmental setting, provides/performs a variety of routine to difficult/complex fiscal, financial, statistical/statistical, and accounting office support to various County departments; may perform support duties in the preparation, processing, and maintenance of fiscal and accounting records and transactions; produces, balances, and maintains both manual and computerized accounting and financial records; receives, documents, and deposits payments made; performs general office support duties, including typing, word processing and filing; and performs related duties as assigned.

DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED

Receives immediate or general supervision from assigned supervisory or management personnel. Exercises no direct supervision of staff. May provide training to less experienced staff.

CLASS CHARACTERISTICS

Fiscal Assistant I: This is the entry-level class of this classification in the fiscal office support series. Initially under close supervision, incumbents learn fiscal office and County procedures and perform routine fiscal support duties related to the preparation, processing, and maintenance of statistical, financial, billing and related records. As experience is gained, there is greater independence of action within established guidelines. This assignments become more varied, complex, and difficult and close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Fiscal Assistant II: This is the fully qualified journey-level classification in the fiscal support series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents may assume specialized responsibility. Duties may vary based upon the department to which assigned; however, all positions require the ability to understand and apply fundamental fiscal, financial, statistical and accounting concepts and terminology.

This class is alternately distinguished from the Sr. Fiscal Assistant in that the latter provides technical and functional direction to lower-level support staff and is responsible for the more complex accounting work.

Positions in the Fiscal Assistant class series is flexibly staffed with Fiscal Assistant II and incumbents may advance to positions at the higher II-level are normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience and demonstrating proficiency, which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

Fiscal Assistant II is the journey level class of this series, fully competent to perform a variety of responsible fiscal, accounting and financial record keeping support duties. The duties,

~~including the amount of data entry and record keeping, may vary with the department to which assigned; however, all positions require a knowledge of accounting, fiscal concepts and terminology. This class is distinguished from Senior Fiscal Assistant in that the latter either assigns, directs and reviews the work of a small fiscal support staff or performs the most difficult, technical and complex or specialized fiscal support duties.~~

EXAMPLES OF DUTIES (Illustrative Only)

- ~~• Matches invoices, receiving reports and other requests for payment with purchase order or contract documents; ensures proper authorization and compliance with County policies and procedures.~~
- ~~• Inputs information to a computer system or manually prepares forms to produce payments; reconciles and prepares payment requests for non-purchase order expenditures such as utility and contract payments.~~
- ~~• Provides information to vendors regarding invoices and purchase orders.~~
- ~~• Processes bails, fines, fees, charges, taxes and other monies due to the County; receives payments and balances monies on a regular basis.~~
- ~~• Assists with the production of various periodic billings, receives checks by mail and processes and balances accordingly; audits accounts receivable; answers factual questions regarding County policies and ordinances.~~
- ~~• Processes returned checks, conveys to proper person to effect collection and makes appropriate entries to files and/or ledgers.~~

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- Performs a variety of routine to complex fiscal support duties related to accounts receivable, accounts payable, utility billing, business licensing, and/or department-specific technical account duties, including posting, balancing, adjusting, and maintaining manual and computerized account and financial records according to established policies and procedures.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; researches issues regarding specific transactions; and, updates related files and departments on action items.
- Maintains ~~accounting~~accounting and financial and statistical records and prepares periodic or special reports; may maintain records and files specific to a department.
- ~~• Posts information to ledgers, journals and reports; totals and balances figures, proofs data and makes corrections as required.~~
- Processes centralized payroll records and documentation; may assist in ~~processing~~processing payments to various insurance carriers, deferred compensation, and other employee ~~deductions~~benefit providers.
- ~~• Reviews and audits changes to County tax roll, calculates payments due on bonds and special assessments.~~
- Computes, collects, processes, balances, and deposits various fees and payments and maintains cash balance worksheets.
- Enters and retrieves data from ~~an~~databases, desktop, and on-line ~~or personal~~ computer system, often on a production basis; may use ~~based~~ systems; uses such ~~technology~~technologies to produce standard reports; operates standard and department specific office equipment.
- May assist with departmental payroll recordkeeping, expense allocations, cost accounting, implementation of internal financial controls, and budget preparation ~~by posting information, typing materials or totaling figures.~~
- Performs a variety of general office support duties such as typing, proofreading, filing, and answering the telephone ~~and preparing periodic and special reports.~~

- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- ➤ Performs related work duties as assigned.

QUALIFICATIONS

Some knowledge and abilities may be performed by positions at the entry (I) level in a learning capacity.

Knowledge of:

- Terminology and practices of fiscal and accounting document processing and recordkeeping, including accounts receivable, accounts payable, payroll, utility billing, and business licensing.
- Business arithmetic and basic financial and statistical techniques.
- Recordkeeping principles and procedures.
- County and department policies and procedures.
- Laws, codes, and regulations governing fiscal operations of the department to which assigned.
- General government and county-specific accounting and procurement methods.
- Principles and practices of financial/statistical recordkeeping.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform complex and specialized fiscal, financial, statistical, accounting, recordkeeping work with speed and accuracy; audit work of peers to ensure accuracy and completeness.
- Understand, interpret and apply pertinent laws, codes, regulations, policies and procedures, and standards.
- Compose reports and correspondence independently, from brief instructions, or from templates.
- Post and verify data accurately and quickly.
- Prepare and maintain a variety of financial and statistical reports, records, journals, and files.
- Understand and follow oral and written instructions.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Fiscal Assistant I:

~~Sufficient education or experience to demonstrate possession of the basic knowledge and skills outlined above.~~

Fiscal Assistant II:

Experience:

~~In addition to the above, one year of fiscal, bookkeeping, accounting or financial clerical~~Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Fiscal Assistant I: Equivalent to graduation from high school. Experience in financial/accounting recordkeeping and/or successful completion of coursework in bookkeeping and accounting is preferred.

Fiscal Assistant II: Equivalent to graduation from high school, and two (2) years of experience in a fiscal support role at a level equivalent to the County's class of Fiscal Assistant I. Experience in financial/accounting recordkeeping and/or successful completion of coursework in bookkeeping and accounting is preferred.

Licenses and Certifications:

Possession of, ~~or office assistant experience.~~

Other Requirements:

~~Specified positions may require the possession of~~ ability to obtain, a valid driver's license.

Knowledge of:

- ~~• Policies and procedures related to the department or functional area to which assigned.~~
- ~~• Fiscal document processing and California Driver's License by time of appointment and a satisfactory driving record keeping and bookkeeping practices and procedures.~~
- ~~• Basic auditing principles and practices.~~
- ~~• Basic business data processing principles and the use of personal or on-line computers.~~
- ~~• Office practices and procedures, including filing and the operation of standard office equipment.~~
- ~~• Business arithmetic, including decimals and percentages.~~
- ~~• Correct English usage and the basic format for typed materials.~~

Skill in:

- ~~• Preparing, maintaining and reconciling various fiscal, accounting, statistical and numerical records.~~
- ~~• Performing detailed fiscal office support work accurately.~~
- ~~• Operating standard office equipment including a calculator and computer terminal.~~
- ~~• Prioritizing work, coordinating several activities and meeting critical deadlines.~~
- ~~• Typing with sufficient skill to complete forms and enter information into a computer system.~~

Ability to:

- ~~• **PHYSICAL DEMANDS** Use initiative and sound independent judgment within established guidelines.~~
- ~~• Establish and maintain effective working relationships with those contacted in the course of~~

~~the work.~~

- ~~• Understand and carry out oral and written directions.~~

~~Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.~~

~~ENVIRONMENTAL CONDITIONS/~~**PHYSICAL DEMANDS**

~~The~~

~~Employees work in an office environment with moderate noise levels, controlled temperature conditions herein are representative of those that must be met by an employee, and no direct exposure to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

~~**Environment:** Work is primarily performed indoors in a standard office setting.~~

~~**Physical:** Primary functions require sufficient hazardous physical ability to work in an office setting and operate office equipment; vision in the normal visual ranges substances. Employees may interact with or without correction sufficient to read computer screens upset staff and printed documents/or public and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting, bending, reaching; wristprivate representatives in interpreting and arm motionsenforcing departmental policies and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting objects that weigh up to 15 lbs. **Occasional** standing, walking; lifting objects that weigh 16 – 25 lbs., carrying or pushing objects that weigh up to 15 lbs. **Infrequent** climbing; carrying or pushing objects that weigh up to 40 lbs. procedures.~~

~~**HISTORY**~~

~~JCN: 2201 Fiscal Assistant I/2202 Fiscal Assistant II
Created: JUN 1990
Revised: MAR 2013 – HRD~~