



**APRIL 2022~~OCTOBER 2018~~**

**FLSA: NON-EXEMPT**

**Bargaining Unit: GE**

**JCN: 2203**

## **FISCAL TECHNICIAN**

### **DEFINITION**

Under general direction, performs paraprofessional, technical, and/or specialized fiscal work, including revenue billing and collection, payroll, accounts payable, and other financial, statistical, accounting, and/or budgetary support requiring the application of procedural, program, and compliance knowledge in support of a department, division, or program; compiles, inputs, and maintains a variety of complex and specialized financial data; prepares a variety of reports and records; performs research and routine analysis on a wide variety of fiscal or administrative special projects; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff

### **CLASS CHARACTERISTICS**

This is a fully qualified journey-level paraprofessional classification. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex financial, accounting, and/or statistical support work. While responsibilities may vary, depending upon the department to which assigned, all positions are characterized by the performance of technical and complex accounting and financial support work. 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 department or division. Incumbents may also provide lead direction to lower-level staff.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Performs technical, complex, and specialized accounting or financial duties in support of an assigned department, division, or program; applies technical procedures, methods, and techniques to support program functions and processes; monitors and explains operational and program requirements and processes to various stakeholders; and assists with special projects as assigned.
- Maintains and balances assigned accounts, journals, and ledgers in accordance with pertinent laws, regulations, rules, policies, and procedures; reviews entries for accuracy and completeness.
- Prepares client statements, updates schedule changes and fee structures, modifies client invoices, and creates final statements; audits calculations and verifies client payments in the administration of various budgets by reconciling accounts and preparing justifications.
- Reviews and reconciles varied reports, journals, budgets, or related fiscal or statistical data.
- Audits, verifies, and reconciles various information, including source data as well as manual and computer-produced reports.
- Monitors, coordinates, organizes, and carries out financial and administrative technical assignments and projects; researches and compiles information and data from internal and external sources; reviews, organizes, and summarizes data collected; compares data to identify trends and discrepancies; presents preliminary findings and recommendations.
- Researches, interprets, and ensures compliance with laws, codes, rules, and regulations, and County program guidelines, policies, and procedures.

- Maintains varied subsidiary ledgers, auditing and reconciling reports and information, and posting data as required; may generate general ledger entries.
- May maintain records related to capital expenditures or improvements.
- Creates, maintains, and reviews a variety of records and reports related to the collection of medical reimbursement claims to the state.
- Prepares and submits medical reimbursement claims to the state; audits and verifies related invoices, generates claims, monitors acceptance, and reconciles reports.
- Receives and responds to inquiries from other County departments, the public, or other agencies concerning department fiscal operations; explains, interprets, and applies various laws, regulations, policies, procedures, systems, rules, precedents, and existing guidelines.
- Confers with information systems staff regarding computer applications related to assigned duties; develops report formats and applications for departmental computer applications.
- Assembles information from a variety of sources for the completion of forms or the preparation of reports.
- Performs other clerical/administrative work as required, which may include, but is not limited to, typing and copying documents, scanning, filing/retrieving files, reviewing and processing mail, faxing information, answering the telephone, scheduling appointments and meetings, maintaining calendars, maintaining inventory of supplies and materials, etc.; refers callers to the appropriate staff; coordinates or resolves problems of a moderate nature, when appropriate.
- Attends various meetings and training as required or appropriate.
- Enters and retrieves data from an online or personal computer system and uses such technology to produce reports.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of providing functional direction and training.
- Terminology, practices, and procedures of financial and account document processing and recordkeeping, including accounts receivable, accounts payable, journal/ledger preparation, and reconciliation.
- Principles and practices of auditing and reconciling a variety of financial and accounting documents and records.
- General government and County-specific accounting and procurement methods.
- Applicable state, federal, and local laws, regulations, policies, and procedures applicable to the assigned department, division, and/or programs.
- Financial and statistical recordkeeping, report preparation, and filing systems and methods.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- Basic auditing principles and practices.
- Business arithmetic, including accounting, financial, and statistical calculations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- 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 technical, specialized, complex, accounting, financial, and/or budgetary support work.
- Prepare, review, and reconcile a variety of complex financial, accounting, budgetary, and statistical reports, documents, records, journals, and ledgers.
- Plan, organize, and coordinate the work of lower-level staff.
- Effectively provide staff leadership and work direction.
- Assist in implementing goals, objectives, practices, policies, procedures, and work standards.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Prepare clear, concise, and effective reports and correspondence with recommendations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Research, analyze, and summarize data.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Make accurate mathematical, financial, and statistical calculations.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- 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:**

*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; -however, education may not solely substitute for the required experience.*

Equivalent to graduation from high school;

AND

Four (4) years of increasingly responsible journey-level fiscal support experience which includes the maintenance and review of financial or accounting records;

OR

Equivalent to an associate degree from an accredited educational institution, which includes 15 semester units in accounting, business math, finance, bookkeeping, or a closely related field;

AND

Two (2) years of journey-level fiscal support experience which includes the maintenance and review of financial or accounting records.

### **Licenses and Certifications:**

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

### **PHYSICAL DEMANDS**

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**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

As required by Internal Revenue Service Publication 1075, individuals in positions that have access to Federal Tax Information (FTI), will be subject to a background investigation and a criminal history check. In addition, individuals hired into positions that have access to FTI will be re-investigated at the frequency prescribed in Publication 1075~~least once every ten (10) years.~~