



## FISCAL ASSISTANT I/II

### DEFINITION

Under immediate or general supervision in either a centralized fiscal or departmental setting, performs a variety of routine to complex fiscal, financial, statistical, and accounting 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; and performs related duties as assigned.

### 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 classification in the fiscal support series. Initially under close supervision, incumbents learn and perform routine fiscal support duties related to the preparation, processing, and maintenance of statistical, financial, billing and related records. As experience is gained, 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 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 and positions at the II-level are normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

### 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 and financial and statistical records and prepares periodic or special reports; may maintain records and files specific to a department.
- Processes centralized payroll records and documentation; may assist in processing payments to various insurance carriers, deferred compensation, and other employee benefit providers.
- Computes, collects, processes, balances, and deposits various fees and payments and maintains cash balance worksheets.
- Enters and retrieves data from databases, desktop, and on-line computer-based systems; uses such 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.
- Performs a variety of general office support duties such as typing, proofreading, filing, and answering the telephone.
- Performs related 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:**

*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 ability to obtain, a valid California Driver's License by time of appointment 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.