

FISCAL ASSISTANT I/IIDEFINITION

Under general supervision, in either a centralized fiscal or departmental setting, provides a variety of routine to difficult fiscal, financial, payroll, statistical and accounting office support to various County offices; may perform general office support duties, including typing, word processing and filing; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Fiscal Assistant I is the entry level class of this fiscal office support series. Initially under close supervision, incumbents learn fiscal office and County procedures. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Fiscal Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications 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 recordkeeping support duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. 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, 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.
- Maintains accounting and financial and statistical records and prepares periodic or special reports.
- Posts information to ledgers, journals and reports; totals and balances figures, proofs data and makes corrections as required.
- Prepares, reviews and processes time reports; calculates complex differential, premium and shift pay rates; processes personnel action, employee benefits and changes; provides benefits and payroll information to employees.
- Processes centralized or departmental payroll records and documentation; may assist in processing payments to various insurance carriers, deferred compensation and other employee deductions.
- Reviews and audits changes to County tax roll, calculates payments due on bonds and special assessments.
- Enters and retrieves data from an on-line or personal computer system; may use such technology to produce standard reports; operates standard office equipment.
- May assist with departmental payroll recordkeeping, cost accounting, budget preparation by posting information, typing materials or totaling figures.
- Performs a variety of general office support duties such as typing, proofreading, filing, answering the telephone and preparing periodic and special reports.

#### QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to job duties as defined under Distinguishing Characteristics.

#### Knowledge of:

Policies and procedures related to the department or functional area to which assigned.  
Fiscal document processing and 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, payroll, personnel, 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.  
Using initiative and sound independent judgment within established guidelines.  
Establishing and maintaining effective working relationships with those contacted in the course of the work.  
Understanding and carrying out oral and written directions.  
Typing with sufficient skill to complete forms and enter information into a computer system.

Other Requirements:

Specified positions may require the possession of a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Fiscal Assistant I: One year of office support experience or equivalent education above the high school level to demonstrate possession of basic fiscal knowledge and skills.

Fiscal Assistant II: In addition to the above, one year of fiscal, bookkeeping, accounting or financial clerical or office assistant experience at a level equivalent to the County's class of Fiscal Assistant I.