

# ACCOUNT REPRESENTATIVE



## **Description:**

Under general supervision, performs difficult and responsible sub-professional accounting work in the maintenance of financial and fiscal records; performs related duties as required.

## **Distinguishing Characteristics:**

This class is characterized by responsibility for complex fiscal recordkeeping activities requiring the maintenance and supervision of a billing of special accounts system. The class is distinguished from that of Fiscal Specialist by the complexity of assignment and a greater degree of independent judgment.

Positions in this class report to the Supervising Fiscal Technician II.

## **Duties may include, but are not limited to:**

1. Maintains and adjusts financial, statistical, and/or fiscal records. Posts, adjusts, and reconciles accounts.
2. Prepares, processes, and reviews billing documents and/or fiscal records.
3. Enters and retrieves billing data utilizing an established computer billing system.
4. Provides information to the public regarding bills, fees, and financial processes and procedures.
5. Researches accounts to determine discrepancies and/or makes adjustments as necessary utilizing established accounting procedures.
6. Makes deposits and reconciles master ledgers to assure proper allocation of funds.
7. Maintains records and files needed in support of fiscal activities.
8. Appears in court as necessary to present account information.
9. Prepares legal documentation and court required forms.
10. Provides vacation or temporary relief as required.
11. Provides other duties as required.

## **Typical Qualifications:**

Must have a minimum of two (2) years experience using and maintaining a computerized billing/accounting system. Requires both strong organizational and telephone communication skills. Requires prior training or experience using Microsoft Word and Excel.

Must possess a valid Class "C" California Driver's License at time of appointment.

**Health and Physical Condition:**

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

**The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.**

**Job Code:** 46201

**Salary Range:** N16

**Representation Unit:** Non-Represented

**Last Updated:** 9/28/09