

FISCAL ASSISTANT



Description:

Under general supervision performs fiscal duties and work in support of accounting processes. Work involves verifying, auditing, classifying, processing, tracking, posting and reconciling payroll, accounts payable, travel claims, tax matters, a variety of billings, payments, reimbursements, accounts receivable, public assistance grants, and trust accounts.

Distinguishing Characteristics:

Positions are classified to Fiscal Assistant or Fiscal Specialist on the basis of the types of tasks performed the complexity and frequency of those tasks, the degree of independence exercised and the decisions made in performing those tasks. Assignments will vary from unit to unit and will often require knowledge of specific department procedures and practices. Positions are typically responsible for an aspect of the fiscal process or function, or may be responsible for the overall fiscal duties of an office, such as an outlying office location. The primary focus is performance of fiscal related support activities.

Fiscal Assistant work requires performance of job tasks primarily involving arithmetical, financial and statistical recordkeeping functions requiring research and interpretation of established guidelines for resolving errors/problems without assistance. The class is distinguished from the Office Assistant II by the latter's performance of entry-level fiscal work of a less complex nature.

Duties may include, but are not limited to:

1. Reviews and audits accounting documents such as invoices, requisitions, purchase orders, bills, warrants, claims and other documents for arithmetical accuracy, completeness, and adherence to county policies and procedures, agreements and contractual requirements; verifies totals and availability of funds before processing.
2. Prepares a variety of accounting documents including statements, billings, reimbursements, delinquency notices, purchase orders, requisitions and requests for warrants.
3. Processes payments, invoices, billings, reimbursement, credit card statements, claims, billings; tracks and conducts research and information gathering to support resulting product.
4. Maintains ledgers, journals, logs, files and other accounting or fiscal records; sets up, extracts, posts, adjusts and reconciles entries to centralized accounting records; classifies and codes accounting transactions.
5. Collects, distributes, and allocates funds to correct accounts. Maintains appropriation and revenue records; prepares journal vouchers and budget transfers; reviews account; reconciles statement of expenses, revenues, trial balance statements, tax and trust fund accounts, general fund, petty cash fund and department funds; reconcile balance sheet to general ledger.
6. Types alpha and numeric data, requisitions, tabulations, statements, and other materials and operates standard office equipment including computer terminals.

7. Maintains information for and/or prepares monthly, quarterly annual fiscal and statistical reports; performs research to resolve errors or identify discrepancies. Prepares reports on the status of accounts, contracts, grants, fee receipts, entitlements and reimbursed programs, accounts receivable, accounts payable, trust accounts
8. Computes charges, interest, penalties, refunds and other financial data; verifies totals and extensions; calculates totals and balances accounting documents to ledgers, control totals and other documents; recommends and/or processes penalty cancellations and refunds.
9. Interprets regulations, procedures and contractual or other legal requirements for the purpose of determining the appropriate procedure/regulation or formula to apply; resolves routine problems without assistance.
10. Operates computer and applicable software and a variety of other office machines to enter and retrieve a variety of data and to produce and/or process a variety of materials.
11. Sorts and lists warrants; balances to disbursement figures; cancels warrants; checks warrants for fraudulent or improper endorsement or other discrepancies. Researches overdue invoices, missing codes, receipts or invoices or problems with misapplied payments, etc.
12. May key a variety of accounting documents, memos, letters, statistical reports or other reports incidental to the performance of the general accounting duties.
13. Prepares bank or account fund deposits.
14. Prepare and maintain a variety of statistical reports and records; creates worksheets to track required data; compile and prepare periodic and special reports.
15. Computes replacement costs by checking scaled measurements; makes computations of square footage and applies the proper cost of depreciation factors selected from standardized tables.
16. Obtain bids, track and log and maintain inventory of supply room.
17. Assists in the training of other staff members as needed.
18. Provides vacation or temporary relief as required.
19. Provides other duties as required.

Typical Qualifications:

Two years (full-time equivalent) of experience performing fiscal activities where the primary duty involved performing arithmetical computations.

Substitution: Six semester (9 quarter) units of completed college level accounting coursework may be substituted for up to six months of the required experience.

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: 40634

Salary Range: N15

Representation Unit: Non-Represented

Last Updated: 9/28/09