



April 2016
FLSA: NON-EXEMPT

SENIOR FISCAL ASSISTANT

DEFINITION

Under general supervision, performs responsible and complex accounting support and administrative work in the areas of accounts payable, accounts receivable, payroll, and various accounting and finance files; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Services Manager. May provide functional and technical direction to staff in the Fiscal Assistant classification, Administrative Services Division support staff, and others assisting with related financial and administrative work.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Fiscal Assistant series in which incumbents are expected to perform the full scope of routine to complex accounting technical support work, including processing payroll, accounts payable, accounts receivable, maintaining financial records, and general ledger and financial report preparation. This classification is distinguished from the Administrative and Fiscal Specialist in that the latter performs more complex paraprofessional accounting duties in direct support of the Administrative Services Manager requiring a higher level of experience, training, and skill, in addition to relieving the Administrative Services Manager of complex administrative and coordinative duties.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Processes payroll and prepares associated reports and records; processes employee payroll changes, including changes in benefits, salary changes, and new employees; calculates payroll labor distribution cost based on general ledger interface report, including retirement and worker's compensation expenses; coordinates with supervisors and employees for timecard approval and error correction as needed.
- Analyzes General Ledger (payroll and accounts payable) accounts; updates vendor files; process and prepares warrants for accounts payable after ensuring that payment is due and correct amount is shown on invoice; arranges for bills to be paid for accounts payable using the District's financial computer application system; ensures accounts payable checks are signed by Monterey County Auditor/Controller and deposits checks to appropriate account.
- Reports CalPERS retirement expenses and 457 plan reporting through online system; makes payments to appropriate members and beneficiaries by electronic funds transfer; validates and posts

- payment records; researches errors and makes corrections; generates summary and contribution detail reports; reconciles retirement payment figures with payroll reports and general ledger entries.
- Investigates and analyzes balance sheet and revenue/expenditure accounts for accuracy and prepares general journal entries; prepares special accounting projects as requested.
 - Maintains accounts payable files and payroll files; archives old files as needed.
 - Logs grant invoices; verifies grants with supporting documentation; tracks balances and pays approved invoices.
 - Sets up files and archives old files for reference; participates in annual shredding of unneeded documentation.
 - Provides backup in the fulfillment of front desk reception duties as needed.
 - Reviews permit billing calculations for permits and prepares annual and new source billing; prepares invoices for penalties, subscription services, and other miscellaneous fees; prepares deposits of revenue with the County Treasury Office; maintains all account receivable records, including journal and general ledger; prepares monthly reports for accounts receivable and year end closing; responds to inquiries regarding billings.
 - Maintains fixed asset records; checks and tabulates budgetary estimates and allotments; reviews and verifies purchase orders for accuracy; processes and prepares appropriate warrants.
 - Provides customer service by email, phone, or in person to constituencies including District staff, vendors, and the general public.
 - Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff, and the public.
 - Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of financial record keeping, bookkeeping, and governmental and fund accounting.
- Basic principles and practices of auditing.
- Generally Accepted Accounting Principles.
- Accounts receivable and payable.
- Payroll processing methods.
- Standard business arithmetic as applied to financial technical support.
- Basic principles of mathematics.
- Automated spreadsheet programs.
- Applicable federal, state, and local laws, codes, and regulations.
- Methods and techniques of scheduling work assignments.
- Practices and methods of office management and administration, including the use of standard office equipment, such as a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- Principles and practices of data collection and report preparation.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Operate standard office equipment including a computer and variety of word processing and software applications.
- Work confidently within automated financial systems.

- Prepare, maintain, and reconcile various complex financial, accounting, billing, and statistical records.
- Perform accounts receivable and payable functions; process payroll.
- Make arithmetic and statistical calculations quickly and accurately.
- Research and resolve problems related to the maintenance of financial records.
- Use sound judgment in following and applying appropriate laws, regulations, policies, and procedures.
- Learn the policies, procedures, and guidelines of the area to which assigned in a timely manner.
- Understand, explain, and apply applicable laws, codes, ordinances, and regulations.
- Read, interpret, and record data accurately.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Analyze a complex issue, and develop and implement an appropriate response.
- Follow written and oral directions.
- Communicate clearly and concisely, both orally and in writing.
- Compile and review information.
- Prepare records and reports.
- Use initiative and exercise independent judgment.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of twelfth (12th) grade and four (4) years of experience in bookkeeping or financial support work, general ledger, accounts payable/accounts receivable and/or payroll or two (2) years of experience equivalent to a Fiscal Assistant with the MBUAPCD.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be 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 occasionally bend, stoop, kneel, reach, 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.

ENVIRONMENTAL ELEMENTS

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.