



**April 2016**  
**FLSA: NON-EXEMPT**

## **ADMINISTRATIVE AND FISCAL SPECIALIST**

### **DEFINITION**

Under general supervision, performs responsible and complex technical and administrative support in the areas of finance, human resources, fleet management, and other assigned functions; serves as back-up to the Administrative Services Manager in his/her absence; performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Administrative Services Manager. May exercise functional and technical supervision over lower level staff.

### **CLASS CHARACTERISTICS**

This is a single position advanced journey level class in which incumbents are expected to perform the full scope of complex confidential and technical support work in the areas of budget and accounting activities, risk management, benefit administration, purchasing, fleet management, and human resources. This classification also acts in the absence of the Administrative Services Manager and may act as a lead for clerical staff. This class is distinguished from Administrative Services Manager in that the latter has overall responsibility for the Administrative Services Division.

### **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.*

- 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 accounts receivable records, including journal entries and general ledger; prepares monthly reports for accounts receivable and year-end closing; responds to inquiries regarding billings.
- Records checks in cash receipts application; mails checks with deposit certificate to the County Treasurer.
- Researches and responds to customer questions regarding their account balances and invoices.
- Analyzes General Ledger (fixed assets and accounts receivable) accounts; updates customer files; reconciles accounts receivable, other receivables, assets, refunds, payables, and miscellaneous income accounts.
- Prints, reviews, and prepares unpaid order detail reports for internal routing; generates penalty invoices and statements as applicable; forwards details of past due accounts to the Compliance Division.

- Maintains fixed asset records; checks and tabulates budgetary estimates and allotments; reviews and verifies purchase orders for accuracy; processes and prepares appropriate warrants.
- Inputs journal entries into accounting program; generates monthly financial reports for internal routing.
- Performs confidential and technical human resources duties; answers routine questions and prepares routine correspondence relating to District procedures, rules and regulations, job opportunities, salary information, benefits, memoranda of understanding, and examination scheduling for District employees and/or the general public.
- Coordinates with vendors on the purchase, insuring and servicing of fleet vehicles; schedules and delivers vehicles for maintenance and repairs; maintains maintenance records; tracks and analyzes vehicle usage and gasoline costs.
- Processes payroll and prepares associated reports and records; processes employee payroll changes, including changes in benefits, salary changes, and new and terminated employees; collects and verifies timesheets and inputs information into appropriate software.
- May, as backup to the Senior Fiscal Assistant, process and prepare warrants for accounts payable after assuring that payment is due and correct amount is shown on invoice; may ensure accounts payable checks are signed by Monterey County Auditor/Controller and deposit checks to payroll account.
- Provides backup in the fulfillment of front desk reception duties as needed.
- Participates in the collection bargaining process as part of the bargaining team; performs a variety of complex data compilation and research; prepares summaries, reports, and correspondence in support of labor negotiations.
- Researches and gathers data for development; assists with implementation of District/Division policies, procedures, and systems, as they relate to human resource actions or for other special projects.
- Provides responsible administrative support to the Administrative Services Manager as needed; serves as back-up for the Administrative Services Manager in his/her absence.
- Prepares special accounting projects as requested.
- May serve as back-up to the Executive Assistant regarding the responsibility of coordinating building and grounds maintenance.
- Establishes positive working relationships with representatives of outside organizations, state/local agencies and associations, vendors, 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 (12<sup>th</sup>) grade and four (4) years of experience in bookkeeping, financial support work, general ledger, accounts payable/accounts receivable, and/or payroll.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid Class C California Driver License.

**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.