

FISCAL ASSISTANT I/II

DEFINITION

Under general supervision, in either a centralized fiscal or departmental setting, provides a variety of routine to difficult fiscal support to various City offices; may also 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 City 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)

Duties may include, but are not limited to the following. For Fiscal Assistant I, duties are performed at the trainee level.

- Performs utility billing, prints and mails water bills, opens and closes accounts
- Receives, receipts and posts payments for utility services, fines, fees, and other monies due to the City received by walk in customers or through the mail.
- Matches invoices, receiving reports and other requests for payment with purchase order or contract documents; ensures proper authorization and compliance with City policies and procedures.
- Inputs information into 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.

- Responds to customer inquiries by telephone or in person, explains utility rates and city procedures or ordinances.
- Retrieves information from a computer system and approves payment plans for customers that are behind on their utility bill payments.
- Maintains accounting and financial and statistical records and prepares periodic or special reports.
- 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.
- 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, opening and distributing mail, answering the telephone and preparing periodic and special reports.

QUALIFICATIONS

Knowledge of:

- Policies and procedures related to the department or functional area to which assigned.
- Fiscal document processing and record keeping
- 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.
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- Correct English usage, spelling, grammar and punctuation.
- Standard office software, including word processing, spreadsheets, and databases

Ability to:

- Prepare, maintain and reconcile various fiscal, accounting, payroll, personnel, statistical and numerical records.
- Perform detailed fiscal office support work quickly and accurately.
- Operate standard office equipment, including a calculator and computer terminal.
- Prioritize work, coordinate several activities and meet critical deadlines.
- Use initiative and sound independent judgment within established guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work and deal tactfully and courteously with the public

- Read and interpret various City procedure and ordinances
- Communicate effectively orally and in writing.
- Effectively establish priorities in organizing work and meeting deadlines.
- Understand and carry out oral and written directions.
- Type with sufficient skill to complete forms and enter information into a computer system.

Education and Experience:

Fiscal Assistant I:

Possession of high school diploma or equivalent

One (1) 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 experience at a level equivalent to the City's class of Fiscal Assistant I.

Note: A combination of education and experience equivalent to that listed above may be considered as qualifying.

Other Requirements:

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

PHYSICAL DEMANDS:

The physical and demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.

Vision: frequently see items between 12 inches and 20 feet away; frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.

Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.

Strength and Mobility: carry, push, pull, reach items that are up to 25 pounds; to occasionally kneel and reach; to frequently stand, walk and sit.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment involving continuous contact with staff and public.