October 2018
FLSA: NON-EXEMPT
CLASS CODE: 00087

FISCAL SERVICES TECHNICIAN

DEFINITION

Under general supervision, performs a variety of routine to complex technical, accounting, and administrative support duties in the preparation, maintenance, processing, and summarizing of a variety of transactions; posts, balances, adjusts, and maintains accounting and financial records including deposits, disbursements, account reconciliations, and other accounting support activities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. May provide functional and lead direction to technical and administrative staff.

CLASS CHARACTERISTICS

This is a journey-level class that performs the full range of routine to complex administrative support and technical duties in the Court's Fiscal Services Department. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Accountant in that the latter performs professional level accounting and record-keeping work with a higher level of complexity and difficulty in assigned accounting/finance areas and requires the completion of a four-year degree.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Performs a variety of routine to complex technical accounting support duties according to established policies and procedures.
- Reviews, verifies, processes, posts, reports, and records a variety of financial transactions and documents, including invoices, reimbursements, disbursements, and related paperwork; ensures accuracy and timely processing of payments, checks, data, forms, and reports; prepares worksheets, trial balances and financial statements.
- Maintains cost accounting records; computes, allocates, and posts costs to various accounts; computes and allocates charges; prepares summaries and cost statements.
- Records, assembles, tabulates, and reconciles financial and statistical data; reconciles and balances accounts and bank statements; and researches and resolves discrepancies.
- Maintains a wide variety of complex accounting and financial records, ledgers, statements, and reports; analyzes documents for payment; analyzes accounts.
- Assists in gathering, compiling and analyzing financial, statistical, and operational data for reports to county, state and federal agencies.
- Examines documents, records, forms, and computer print-outs for accuracy, completeness and conformance to applicable rules and regulations; reconciles departmental accounting records.
- Generates and assists in the preparation of monthly and year-end financial, summary and technical reports and closing functions.
- Processes information and develops reports using standard word processing and spreadsheet software, as well as, accounting, financial, and other related electronic information systems.

- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- May provide functional and lead direction to technical or administrative staff.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and account document processing and record keeping and general accounting practices and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, as well as policies, procedures, and objectives relevant to assigned area of responsibility.
- Principles and practices of data collection and report preparation.
- Business arithmetic, statistical and basic financial techniques.
- Financial and statistical record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and computer applications, including word processing, database, and spreadsheet software.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public and Court staff.

Ability to:

- Perform detailed and complex account and financial office support work accurately and in a timely manner.
- Train and provide work direction and guidance to others as directed.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply, and explain applicable policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs, 10-key calculator by touch, copier/scanner, printer, fax machine, currency and coin counters, cash register, and bankcard systems.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- 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 the twelfth (12th) grade supplemented by the completion of thirty (30) semester units from an accredited college or university in accounting or related courses and three (3) years of bookkeeping or accounting experience.

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 with the use of proper equipment.

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.