

SENIOR FISCAL ASSISTANT

DEFINITION

Performs advanced, difficult or specialized fiscal, financial, statistical and accounting office support to the City office, and/or serves as a lead worker by assigning, directing and reviewing the work of fiscal and/or general office staff; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey/lead level class in the fiscal support series. Incumbents in this class work under direction. They may serve as the working lead level in the fiscal support series, with responsibility for providing direction to a group of fiscal and/or general office assistants performing responsible fiscal support work. Concurrently or alternatively, they may function as fiscal specialists with responsibility for performing the more difficult, technical, complex and specialized fiscal support duties.

This class is distinguished from Fiscal Assistant I/II in that the latter represents the entry and journey levels of the series, respectively, where incumbents learn and then perform the full range of duties typically assigned to the series.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to the following:

- Provides lead direction, training and work review to fiscal and/or general office support staff; organizes and assigns work, sets priorities and follows up to ensure coordination and completion of assigned work; provide input into selection decisions, performance evaluations and disciplinary matters.
- Performs the more difficult or complex accounting or financial office support work and assists with special projects as assigned.
- Reviews and reconciles varied reports, journals, budget, payroll or related fiscal or statistical data.
- Reviews or prepares payroll and complex time reports; calculates differentials, premiums and shift pay rates; reviews or prepares personnel transactions, benefits processing and related reports; provides benefits and payroll information to employees.
- Audits and verifies information, including source data as well as manual and computer-produced reports.
- Maintains various subsidiary ledgers; audits, generates, and reconciles general ledger entries.

- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports.
- Provides information to the public or to City staff that requires the use of judgement and the interpretation of policies, rules or procedures.
- Performs a variety of general office support work such as correspondence, reports, forms, and specialized documents; proofreads and checks materials for accuracy, completeness and compliance with departmental policies and regulations.
- Enters and retrieves data from an on-line or personal computer financial accounting system and uses such technology to produce reports; operates standard office equipment.
- May perform other duties pertaining to accounts payable, accounts receivable, utility billing, and customer services as needed.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Thorough Knowledge of:

- Basic supervisory principles and practices.
- Office administrative practices and procedures, including filing and the operation of standard office equipment.
- Fiscal document processing and record keeping.
- Bookkeeping and basic governmental accounting principles and practices.
- Basic auditing principles and practices.
- Basic business data processing principles and the use of computer equipment and office software including word processing and spreadsheets.
- Business arithmetic.
- Policies and procedures related to the department or functional area to which assigned.
- Correct English usage and the standard format for typed materials.

Ability to:

- Plan, assign, direct and review the work of others.
- Train others in work procedures.
- Resolve varied office administrative problems.
- Prepare, maintain and reconcile various fiscal, accounting, payroll, personnel, statistical and numerical records.
- Perform detailed fiscal office support work accurately.
- Organize, prioritize and coordinate work activities.
- Operate standard office equipment, including a calculator and computer.

- Make accurate arithmetic calculations.
- Use initiative and sound independent judgement within established guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Type with sufficient skill to complete forms and enter information into a computer system.

Education and Experience:

Possession of a high school diploma or GED

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One (1) year of financial clerical experience at a level equivalent to the City's class of Fiscal Assistant II.

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

Other Requirements:

Depending on assignment, specified positions may require possession of a valid Class C or higher 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.