

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: FISCAL TECHNICIAN III**  
**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**REPORTS TO: CITY ENGINEER**

**JOB CODE: 5010**  
**DATE: 2/08**

**JOB SUMMARY:**

Works independently performing work of moderate difficulty, processing accounting and other financial transactions; processes accounts payables and/or receivables; processes and tracks purchase orders; monitors and tracks budget expenditures.

**ESSENTIAL JOB FUNCTIONS:**

Processes invoices for outside vendors; processes requisitions for active and pending jobs; processes change orders to adjust account balance.

Verifies capital projects for year-end process.

Inputs monthly labor reports

Tracks and inputs monthly operating expenses.

Completes cash flow projections for bond payments.

Requests additional funds from contractors when funds are depleted; invoices hospitals and state government for various projects.

Updates spreadsheets for private jobs and capital projects.

Tracks and updates open purchase orders.

Closes all completed jobs; verifies expenses; determines refund amount.

Provides financial reports for staff, City Manager and City Council.

Responsible for collection of past due accounts.

Answers office telephone as needed; provides information, takes messages, and forwards calls to appropriate personnel.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Personal Computer and/or Terminal	Adding Machine	Calculator
General Office Equipment	Typewriter	Copier
Multi-line Phone	Cash Register	Fax Machine

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High school diploma or GED; and two to three years of related accounting/clerical experience; or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

None.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Basic mathematical and statistical computations, including addition, subtraction, multiplication, division, percentages, and ratios.

Using tact, discretion, initiative, and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively, orally and in writing.

Basic accounting procedures.

Computer and/or word processor applications related to the work.

Basic budgetary principles and practices.

General office policies and procedures.

City, state, and union rules and regulations.

**Skill in:**

Performing basic mathematical and statistical computations.

Applying basic accounting procedures to financial operations.

Compiling and organizing information for report preparation.

Accurately proofreading reports.

Communicating effectively, orally and in writing.

Rapidly entering and retrieving information, within specified deadline, using a computer.

Typing at 30 wpm.

**Mental and Physical Abilities to:**

Establish and maintain effective working relationships with others.

Understand and carry out written and oral instructions.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, or stooping.

**Working Conditions:**

Work is performed in an office.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.