

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: FISCAL TECHNICIAN III
DEPARTMENT: GENERAL SERVICES
REPORTS TO: VARIOUS

JOB CODE: 5011
DATE: 02/08

JOB SUMMARY:

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

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Enters vendor numbers and prepares and posts invoices; reconciles accounts to appropriate reports; verifies financial reports from the bank.

Prepares, audits and processes payroll and time-keeping records; calculates retro pays and severance packages; maintains time clocks and time entry database and spreadsheets.

Assures prompt and accurate leave slip processing; troubleshoots discrepancies with accruals and manages these histories for employees.

Maintains and monitors accounts and financial statements.

Inputs data to "Gasboy" and Computerized Fleet Analysis programs.

Makes journal entries and performs other routine bookkeeping duties; keeps computer data updated from time sheets, invoices, requisitions, change orders, and journal entries.

Accounts for and balances daily receipts and ensures that cash-on-hand is maintained at appropriate level.

Processes disbursements.

Processes and tracks documents in order to ensure the appropriate completion of transactions.

Prepares deposits; writes applications for permits; assigns number, list name, and other pertinent information; records amount paid; enters data into computer to create a deposit report; distributes reports to appropriate departmental offices.

Responds to inquiries and assists others in problem resolution; answers the phone; takes messages; helps customers at the counter; opens mail and forwards to appropriate departments.

Prepares requisitions, purchase orders, or time sheets for processing; verifies purchase orders to requisition and payment vouchers to assure accuracy; contacts vendor if order received is incorrect pricing or item.

Gathers and summarizes financial information in order to prepare reports and provide information for budget preparation or monitoring.

Sets up and maintains alphabetic and numeric files so that documents can be filed and retrieved in an orderly fashion.

Maintains specialized funds and billing data on a monthly basis.

Receives orders; verifies for accuracy; maintains accurate inventory of office supplies, printed supplies, etc.

Gathers and summarizes financial information in order to prepare reports and provide information for budget preparation or monitoring.

Assists with other office functions on an as-needed basis, including typing, filing, making copies, etc.

Disseminates reports such as incident reports, sick and annual leave accruals, and other computerized printouts, etc.

Types and formats letters, memos, charts, forms, reports, and other documents.

Answers telephones and interacts with the general public to respond to questions, receive requests, address complaints, and resolve problems.

May perform duties in the scheduling and coordinating of activities for assigned area including for the City Auditorium.

May conduct cash transactions with the public, such as sales, refunds, and fee collections.

May be required to perform daily bank deposit run.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal

Typewriter

Calculator

Multi-line Telephone

Facsimile Machine

Photocopier

Various Codes, Ordinances, Manuals, and Handbooks

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 required knowledge, skills and abilities required for the job.

Licenses and Certifications: (May vary depending on area of assignment)

Justice of Peace.

Notary Public

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Basic mathematical computations, including adding, subtracting, multiplying, and dividing.

Basic bookkeeping procedures.

General office policies and procedures.

Computer software programs including Access, Excel, and Word.

Skill in:

Performing basic mathematical computations, such as adding, subtracting, multiplying, and dividing.

Applying basic bookkeeping procedures to financial operations.

Compiling and organizing information for report preparation.

Communicating effectively, orally and in writing.

Dealing courteously and diplomatically with the public.

Operating various office equipment.

Entering and retrieving information using a computer.

Typing at 30 wpm.

Filing documents in alphabetic or numeric order.

Mental and Physical Abilities to:

Establish and maintain effective working relationships with others.

Understand and carry out written and oral instructions.

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

Occasionally lift light and heavy objects.

Working Conditions:

Work is performed in an office.