

**CITY OF CONCORD
CLASS SPECIFICATION**

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

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:

Prepares and processes purchase requisitions, purchase orders, and limited purchase orders to ensure that orders for supplies and equipment are filled accurately and in compliance with purchasing policies and procedures.

Processes and tracks purchase requisitions, purchase orders, and invoices in order to ensure the appropriate completion of transactions; investigates any outstanding orders, invoices, or inquiries from vendors or personnel.

Posts debits, credits, transfers, and adjustments to departmental financial accounts to ensure that they are accurate with those maintained by city Finance Department.

Reviews and prepares petty cash vouchers for reimbursement and makes certain that the accurate budget account is charged and that the purchase is in compliance with policy.

Processes all invoices for goods and services; makes certain bills are paid timely and accurately.

Processes employee travel requests; verifies compliance with travel policy as appropriate; prepares expense report upon completion of travel.

Tracks and processes all drug restitution/forfeiture payments in accordance with court disposition.

Reviews departmental grants for appropriate accounting expenditures and revenue deposits; processes all purchases in compliance with grant specifications.

Prepares department year-end financial paperwork following a time sensitive calendar.

Renews blanket purchase orders before expiration and checks for best pricing on contractual and non-contractual orders.

Reconciles accounts to appropriate reports and balances accounts.

Prepares bank deposits and balances cash drawer on a daily basis.

Enters and retrieves technical information into a computer in order to update records, process transactions, and respond to requests for information.

Reconciles budget expenditures and assists in the budget preparation for the department; monitors and tracks budget expenditures.

Retrieves detailed financial reports for Major – Support Services in order to monitor, evaluate, and report on financial activity.

Composes correspondence on own initiative relative to budget issues, deposits, and travel expenditure reports.

Interacts with vendors, citizens, and city and state employees on the telephone or in person.

Processes appropriation transfers.

Creates and maintains departmental filing systems.

Procures merchandise with credit cards.

Ships outgoing packages as needed.

Accounts and balances daily receipts; records financial information on appropriate reports.

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

Serves as a member of the Enterprise Resource Planning Team involved in the procurement of new financial networking computer system.

Assists with the department hiring process for new employees; proctors test, sets up oral board interviews, and assists with physical agility tests; enters results in computer database.

Assists in the processing of weekly and special payrolls; answers inquiries from city employees concerning payroll checks and deductions.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

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

Occasionally lift light objects.

Working Conditions:

Work may be performed in an office, library, or computer room.

Work is performed in a very noisy place.

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.