

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: FISCAL TECHNICIAN III
DEPARTMENT: FINANCE
REPORTS TO: FISCAL SUPERVISOR

JOB CODE: 5012
DATE: 7/13

JOB SUMMARY:

Performs work of moderate difficulty processing payroll, sick & annual leaves, journal entries and other financial transactions; processes accounts payables and receivables; processes purchase orders; provides customer service and responds to requests for information from internal and external customers; enters and retrieves information using a computer.

ESSENTIAL JOB FUNCTIONS:

Enters data from weekly payroll timesheets; reviews weekly employee payroll changes (pay increases, workers compensation hours etc.) and notifies timekeepers of any necessary corrections; reviews and communicates short-term disability and workers compensation payroll calculations; proves the final payroll batch for the Fiscal Supervisor's review; balances deductions; prints checks; prepares and submits weekly federal tax payment; maintains and updates payroll database as needed; balances and adjusts sick and annual leave for all departments, runs monthly accrual updates and history reports which are sent to departments for verification; balances payroll module to the general ledger module and creates general ledger entries as needed; assists Human Resource Department with payroll and benefit information; answers inquires from City personnel regarding payroll checks and deductions; maintains binder files for timesheets and payroll registers.

Enters and processes all city-wide purchase order invoices using the 3-way purchase order matching method; enters utility payments; coordinates entries into batch from remotes sites; receives edit lists with applicable invoices from those sites, reviews for proper approvals and accuracy; updates all A/P invoice batches to the general ledger; prints checks and matches checks to remittances and puts both in envelopes for mailing; maintains batch files for invoice packages; creates and maintains the accounts payable master file assigning vendor numbers for all departments, ensures necessary W-9's are on file; balances accounts payable module to the general ledger module and creates general ledger entries as needed.

Creates and maintains the accounts receivable master file assigning customer numbers for all departments; processes/prints/mails monthly recurring invoices; and creates/sorts/mails monthly miscellaneous billing statements; responds to customer inquires.

Provides customer service and responds to request for information from internal and external customers.

Transmits direct deposit, payroll and accounts payable check files to the City's bank vendor to meet weekly deadline for bank statement reconciliation.

Enters journal entries into the City's financial software, and files general ledger posted journals with associated backup documentation for all computer software modules.

Takes monthly readings, process and prepare general ledger entries for photocopier copy count and postage machine usage, handles calls for departmental copier maintenance.

Processes the daily mail for all City departments by ensuring the correct postage, weight limits, and special handling requirements are adhered to; prints monthly readings from the postage meter; enters data into Access database and prepares monthly journal entry to charge departments for usage; provides Controller with monthly documentation to balance the postage meter inventory general ledger account.

Enters and receives financial information from the City's computer software system in order to update records, process transactions, and respond to requests for information.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment
Copy Machine

Personal Computer
Typewriter

Fax Machine
Postage Machine

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED and two years of clerical experience which involves interacting with the public to disseminate information and problem solving, 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 computations, including addition, subtraction, multiplication, and division.

Word processors and/or computers.

Principles and practices of office procedures, rules, and regulations.

Skill in:

Dealing courteously and diplomatically with difficult people.

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

Operating various office equipment.

Entering and retrieving information using a computer.

Mental and Physical Abilities to:

Communicate effectively orally and in writing with a variety of types of individuals.

Read, understand, and use judgment in the application of procedures and regulations to area of assignment.

Understand and carry out written and oral instructions.

Prepare clear and concise reports.

Establish and maintain effective office relationships.

Work in an open office environment with several activities and conversations taking place at the same time.

Organize work, set priorities, and meet critical deadlines.

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

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Occasionally lift light or heavy objects.

Climb ladders.

Working Conditions:

The work is performed in an office or stockroom.

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.