



City of Milpitas

Announces a job opportunity for

Fiscal Assistant I/II

Working Title: Fiscal Assistant I/II
Annual Salary Range: I: \$52,269 - \$63,533 II: \$57,495 - \$69,886
Final Filing Date: Friday, February 21, 2014

About the Position

The Fiscal Assistant under general supervision, performs responsible fiscal, accounting and financial office support work in the preparation, maintenance and processing of records and transactions; performs a wide variety of duties in one or more fiscal areas including accounts payable, accounts receivable invoicing /collections, cash collections, payroll, benefits, private job accounting, general ledger account reconciliation or purchase order processing; and provides direct support to the public in processing business licenses, and utility bills.

This is the entry-level class in the Fiscal Assistant series. Incumbents in this class initially work under immediate supervision while learning job duties. As experience is gained there is greater independence of action within established guidelines. This class is flexibly staffed with Fiscal Assistant II and employees may advance to the II level after gaining the required experience, knowledge and skills and demonstrating proficiency. The required experience includes completing a cross training program which enables the Fiscal Assistant I to perform at least 4 out of the 10 fiscal areas listed above. In addition to demonstrating proficiency in the above areas, the employee must be recommended for promotion by the Department Head.

Examples of Duties - duties may include, but are not limited to, the following:

- Prepare and maintain complex fiscal, accounting and financial records in a major accounting system.
- Provide support to the public over the counter and by telephone; answer questions and resolve problems
- Operate office and accounting equipment such as a ten-key adding machine, calculator and computer.
- Provide staff support in assigned area of responsibility.
- Prepare and submit accounting information and enter data into a computerized system.
- Process opening and closing accounts on computer; prepare refund checks for certain closed accounts; update account files.
- Prepare and distribute financial and accounting reports.
- Match invoices and other requests for payment with purchase order or contract documents; approve funds availability; distribute to departments for approval.
- Process accounting documents including warrants, invoices, vouchers, purchase orders, statements, receipts, etc.
- Post information to ledgers, reports and journals, total balance and reconcile entries and make adjustments as required.
- Assist with various periodic billings; receive and process payments; balance checks and cash.
- Process payroll records and documentation; audit, verify and make adjustments to records; issue manual checks as required.
- Review and audit employee benefit reports and payments; maintain and update system to make changes involving employee status, rates, dependents and coverage.
- Prepare, review, and analyze accounts for utility billing.
- Perform related duties as assigned.

Knowledge and Abilities

The candidate would have knowledge of:

- Modern office practices, procedures and equipment, including computer-based accounting systems.
- Basic mathematics.
- Principles and practices of financial record keeping.
- Basic accounting principles.

And ability to:

- Understand and interpret principles, laws and procedures involved in financial record keeping and accounting functions.
- Use a computer-based accounting system; operate a computer terminal for data input, data inquiry and report generation.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with City staff and the public.
- Operate a ten-key adding machine and calculator.
- Follow oral and written instructions.
- Prepare financial reports and maintain ledgers and journals.

Minimum Qualifications

Experience:

Fiscal Assistant I: One year of general clerical or accounting office assistant experience.

Fiscal Assistant II: In addition to the above, one year of fiscal office support experience equivalent to that of a Fiscal Assistant I in the City of Milpitas.

Education: Equivalent to the completion of the twelfth grade.

License and Certificates:

- Possess and maintain throughout employment an appropriate, valid California Driver's License.

Special Requirements

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment; use of a computer; and able to travel to various locations within and outside the City of Milpitas.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

To Apply

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at www.ci.milpitas.ca.gov or www.calopps.org to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application by the filing date.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources - (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Salary and Benefits

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The salary range: **I**: \$52,269 - \$63,533 **II**: \$57,495 - \$69,886 annually. The City provides an excellent array of benefits that includes the following:

- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, depending on the individual's eligibility.
- Vacation - 11 days per year to a maximum of 31 days per year.
- Sick - 12 days per year
- Holidays - 13 days per year
- Health Insurance - Multiple plans
- Dental and Vision - City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan - Voluntary
- Tax deferred medical and dependent savings plans
- Flexible Spending - Pre-tax medical and dependent day care expense accounts

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

455 E. Calaveras Blvd., Milpitas CA 95035-5411

PH: 408-586-3090 • Fax: 408-586-3092

<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>





Fiscal Assistant I/II Supplemental Questionnaire

Please respond to each question and return this form and your responses with your completed application. This supplemental questionnaire will be a primary tool in the evaluation of your application. The supplemental information that you provide will be evaluated along with your completed application form. Be as specific as you can in answering these questions.

Your application will not be considered if a complete response to this questionnaire is not submitted.

Please use another sheet of paper and limit yourself to no more than two pages.

1. Please indicate your experience using Spreadsheet software. Include examples of the activities and the tasks performed using this application. Cite common function/features utilized.
2. Please discuss in detail your experience and role in using a Financial system. Provide areas of responsibilities i.e. cash collection, billing, general ledger, accounts payable, payroll, etc.
3. The Department of Financial Services provides external billing and ongoing support to other departments within the City. Provide examples, based on you experience, on how you have developed working relationships with individuals at various levels of the organization and/or your experience in resolving billing disputes with external customers.

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