

CITY OF MILPITAS
Established: 6/85
Revised: 9/91
9/03
EEOC: Clerical
Unit: Mid-Mgmt./
Confidential
FLSA: Non-exempt
Physical: 1

FISCAL ASSISTANT I/II - CONFIDENTIAL

DEFINITION

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 or payroll; and provides direct support to the public in processing licenses, bills and/or permits.

DISTINGUISHING CHARACTERISTICS

Fiscal Assistant I: 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.

Fiscal Assistant II: This is the full journey level class in the Fiscal Assistant series; it is distinguished from the Fiscal Assistant I level by performance of the full range of duties as assigned with only occasional assistance or instruction in non-routine situations. Supervision is provided by a Fiscal Services Supervisor.

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.

EXAMPLES OF DUTIES

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 and balance 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; maintain and update system to make changes involving employee status, rates, dependents and coverage.

QUALIFICATIONS

Note: The level and scope of the knowledge and skills listed below are related to the job duties as defined under Distinguishing Characteristics.

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.

Skill/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.

Analyze data and draw sound conclusions.

Plan and organize work to meet deadlines on a timely basis.

Perform job duties with minimal supervision.

Other Requirement:

Specified positions may require possession of a valid California driver's license.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and skills in qualifying. A typical way to obtain the knowledge and skills is:

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.

Approved by:

City Manager