

CLASS SPECIFICATION FOR  
**Accounting/Fiscal Technician**

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**GENERAL STATEMENT OF DUTIES:** Performs highly responsible and technical bookkeeping work in connection with the financial operation of the whole County; assists with the development and modification of accounting procedures and their implementation; may supervise/coordinate related work of others, does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is an intermediate paraprofessional/technical class between the Account Clerk classes and the Accountant series. This is high-level support work involving considerable administrative responsibility for carrying out complex office bookkeeping functions and work of moderate difficulty within the framework of prescribed fiscal procedures. This class has the responsibility for keeping financial records and accounts on a centralized or County-wide basis. An employee in this class is responsible or accountable for all records of cash, expenditures, purchase orders, appropriations and/or work orders. A high level of understanding of bookkeeping methods and procedures and a thorough knowledge of County systems is required as well as a demonstrated understanding of diverse systems or procedures. An employee in this class at her/his own discretion makes decisions and handles matters that might have County-wide impact. Supervision is exercised over employees who assist in record- and account-keeping. Work is performed under general supervision.

**EXAMPLES OF WORK** (illustrative only):

- ◆ Maintains County financial records or centralized financial records for all departments;
- ◆ Conducts business with the public, employees and other departments, answering questions requiring independent, responsible judgment and in-depth knowledge of centralized or agency-specific policies and procedures;
- ◆ Receives payments and makes reports;
- ◆ Responsible for centralized County-wide payroll and payroll transactions;
- ◆ Provides information and guidance on County-wide or centralized functions, policies or procedures to employees in all County agencies;
- ◆ Keeps complete records of financial transactions;
- ◆ Reviews and verifies tapes and computer runs, identifies problems and/or errors and sees that these are corrected;
- ◆ Prepares and submits for payment all invoices and IDT's and may sign these in the absence of the supervisor;
- ◆ Assists in preparing the budget by collecting information on past, current and projected expenditures;
- ◆ Makes appropriations and transfers of funds for department;
- ◆ Answers the more routine and recurring correspondence on own initiative and files documents as appropriate;
- ◆ Orders equipment and supplies as needed, checking to see which code is used, whether funds were provided for the expenditure and ascertaining specifications and vendor;
- ◆ Receives and keeps records of deposits and escrow accounts;
- ◆ May interview, recommend for hire, train and evaluate other clerical employees;
- ◆ Schedules and assigns tasks to subordinate employees and reviews their work for accuracy;
- ◆ Prepares and processes personnel forms and documents;
- ◆ Prepares special reports and summaries as needed;

## Accounting/Fiscal Technician (continued)

- ◆ Bills outside agencies, individuals, and insurance companies for services;
- ◆ Uses a computer terminal to input, retrieve, verify and research information;
- ◆ Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Considerable knowledge of methods used in keeping fiscal accounts and records; good knowledge of office terminology, procedures, routines and equipment; some knowledge of accounting principles and practices; ability to perform complex mathematical calculations quickly and accurately; ability to keep and to make reports from financial records; ability to effectively supervise accounting/clerical employees; ability to accurately proofread and verify financial documents; ability to understand and carry out complex oral and written directions; ability to research a variety of data; ability to establish and maintain good working relationships with employees and the public; accuracy.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school, preferably with bookkeeping and business coursework, and four (4) years of clerical/bookkeeping work experience related to the position's duties (and preferably some supervisory experience); OR, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.