

SENIOR FISCAL ASSISTANT

DEFINITION

Under general supervision, assigns, directs and reviews the work of a small fiscal and/or general office staff; provides difficult or specialized fiscal, financial, statistical and accounting office support to the City office; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is either the working lead level in the fiscal support series, with responsibility for providing direction to a group of fiscal and/or general office assistants performing responsible fiscal support work, or the specialist level which performs difficult, technical, complex and specialized fiscal support duties, but does not have ongoing lead responsibilities. This is not considered a supervisory class in that the selection, evaluation and discipline of employees is not normally assigned to this level and the number of employees for which direction is provided is limited. This class is distinguished from Fiscal Services Supervisor in that the latter is the first full supervisory level in this series.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides lead direction, training and work review to a small fiscal and/or general office support staff; organizes and assigns work, sets priorities and follows up to ensure coordination and completion of assigned work.
- Provides input into selection decisions, performance evaluations and disciplinary matters.
- Performs difficult or complex accounting or financial office support work and assists with special projects as assigned.
- Reviews and reconciles varied reports, journals, budget, payroll or related fiscal or statistical data.
- Reviews or prepares complex time reports; calculates complex differential, premium and shift pay rates; reviews or prepares personnel transactions, benefits processing and related reports; provides benefits and payroll information to employees.
- Audits and verifies various information, including source data as well as manual and computer-produced reports.
- Maintains various subsidiary ledgers, auditing and reconciling generate general ledger entries.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports.

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Provides information to the public or to City staff that requires the use of judgment and the interpretation of policies, rules or procedures.
- Performs a variety of general office support work such as correspondence, reports, forms, and specialized documents, and proofreading and checking materials for accuracy, completeness and compliance with departmental policies and regulations.
- Enters and retrieves data from an on-line or personal computer system and uses such technology to produce reports; operates standard office equipment.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Office administrative practices and procedures, including, filing and the operation of standard office equipment.
- Fiscal document processing and record keeping, bookkeeping and basic governmental accounting principles and practices.
- Basic auditing principles and practices.
- Basic business data processing principles and the use of personal or online computer equipment.
- Business arithmetic.
- Policies and procedures related to the department or functional area to which assigned.
- Correct English usage and the standard format for typed materials.

Skill in:

- Planning, assigning, directing and reviewing the work of others.
- Training others in work procedures.
- Analyzing and resolving varied fiscal office administrative problems.
- Preparing, maintaining and reconciling various fiscal, accounting, payroll, personnel, statistical and numerical records.
- Performing detailed fiscal office support work accurately.
- Organizing, prioritizing and coordinating work activities.
- Operating standard office equipment, including a calculator and computer terminal.
- Making accurate arithmetic calculations.

Senior Fiscal Assistant
Page Three

Skill in: Continued:

- Using initiative and sound independent judgment within established guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Typing with sufficient skill to complete forms and enter information into a computer system.

Other Requirements:

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

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

One year of fiscal support experience at a level equivalent to the City's Class of Fiscal Assistant II.