



# Fiscal Specialist I

## **GENERAL DUTIES:**

Working under direct supervision of the Fiscal Manager or designee, the Fiscal Specialist I is the primary billing and receiving agent, responsible for administering the fiscal components of local, state and federal programs. Components include accounts receivables, account payables, inventory administration, and preparation of standard financial reports.

## **SPECIFIC DUTIES AND RESPONSIBILITIES:**

### Dimensions:

- The Fiscal Specialist I works closely with other financial and program staff. Contact with employees within the County Auditors Office is also necessary.
- Work is performed under moderate supervision and some analysis of numbers/reports is required. The Fiscal Specialist I works with a limited number of program areas.

### Principal Accountabilities:

- Process Head Start Full Day family eligibility documents, Department of Human Services, Department of Children and Family Services, and Head Start family copayments.
- Process requisitions/purchase orders. Responsible for invoice verification, coding invoices to the appropriate line item, insuring departmental allocations are accurate.
- Insures requisitions/purchase orders are filed in timely and orderly manner and within purchasing policy guidelines.
- Prepare routine financial reports on an as-needed basis. Reports are prepared from information maintained in either spreadsheet programs or County general ledgers.
- Perform cash “draw-downs” for a variety of programs within the RPC. Insures all appropriate paperwork is completed and filed.
- Works with program staff to prepare program-specific reports. Examples of such reports include Head Start Full Day family eligibility and copayments, Head Start enrollment, Head Start In-Kind.

## **REQUIRED KNOWLEDGE, SKILLS, CHARACTERISTICS AND ABILITIES:**

- Requires High School Diploma and 5 or more years of experience in a related fiscal area, or Associate Degree in business, finance or related field with 1 to 5 years experience.
- Requires knowledge of a variety of computer software programs – spreadsheets, internet, word processing, etc.
- Demonstrated ability to produce highly accurate and timely work.
- Experience with grants and/or governmental units if preferred.
- Ability to work well individually and as a team member.



- Ability to follow written and oral instructions with basic supervision.
- Ability to set work priorities and organize effectively to meet deadlines.
- Ability to read and interpret written policies and apply policies to practice.

**DISCLAIMER:**

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.