

Fiscal Specialist II

General Duties:

- Working under minimal supervision of the Fiscal Manager or designee, the Fiscal Specialist II is the primary billing and receiving agent, responsible for administering the fiscal components of local, state, and federal programs. Components include accounts receivable, account payable, inventory administration, payroll preparation, loan amortization, and preparation and interpretation of standard financial reports.

Specific Duties and Responsibilities:

- The Fiscal Specialist II works with other financial and program staff. Contact with employees within other County Offices is also necessary. Contact with persons outside of the agency is also necessary to production.
- Work is performed under minimal supervision and financial analysis of data is required. The Fiscal Specialist II will work with multiple program areas.
- Process requisitions/purchase orders.
- Responsible for invoice verification, coding invoices to the appropriate line item, insuring departmental allocations are accurate.
- Identifies the necessity of line item transfers and is responsible for preparation and follow-through of line item dollar transfers.
- Insures requisitions/purchase orders are filed in timely and orderly manner and within purchasing policy guidelines. Responsible for initial review of all requests.
- Review employee timesheets for payroll processing – verifying department numbers and allocations, availability of benefit time, and compensatory time accrual. Responsible for compiling payroll for Auditor’s Office submittal in timely and accurate fashion. May require conversion of payroll information from one software program to another.
- Routinely prepares detailed budgets for various agency programs.
- Prepares routine and special financial reports on an as needed basis. Reports are prepared utilizing information maintained in internal programs and/or County general ledgers and/or outside sources (grant information).
- 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 Transportation expenditure and payroll reports, Community Services Block Grant reports, and monthly program statements.



- Produces loan amortization schedules, processing loan checks, and reimbursement for State grants and other miscellaneous revenue.
- Reconciles various Fund Accounts and prepares reports for program managers.
- Performs analysis of financial reports, presenting managers with financial projections. Alerts managers to possible departmental overruns or shortfalls.

Required Knowledge, Skills, Characteristics and Abilities:

- Requires Associate Degree in business, finance, or related field with 3 to 5 years of experience or Bachelors with 2 years of experience.
- Requires knowledge of a variety of computer software programs – spreadsheets, internet, word processing, etc.
- Ability to work well with others.
- Experience with grants and/or governmental units if preferred.
- Ability to communicate well both orally and in writing.
- Ability to read and interpret written policies and apply policies to practice.
- Attention to detail.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Analyze data and numeric values necessary for processing large volumes of financial documents.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Sit or stand for long periods of time to review, input, and analyze data.
- Ability to effectively communicate with stakeholders.
- Effectively maintain computer systems, spreadsheets, files, and reports necessary to support the goals of the organization.
- Ability to lift 10 pounds and occasionally 25 pounds.

Competencies:

- Interpersonal Skills
- Customer/Client Focused



- Results Driven
- Flexibility
- Motivation to Succeed
- Problem Solving/Analysis
- Communication Proficiency
- Decision Making
- Ethical Conduct
- Time Management

Work Environment:

- Office work will be performed in an open cubicle environment sometimes involving distractions.
- Frequent near-vision use for reading and computer work.
- Frequent use of computers, phones, photocopiers, filing cabinets, and fax machines.

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. The description contains examples of duties and responsibilities that may or may not be considered "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.