

Fiscal Support Specialist

Definition:

Under supervision, to perform specialized support activities requiring in-depth knowledge and experience in the area of assignment. Duties include: preparing statistical data; serving as a lead to lower levels; training new employees; creating spreadsheets; balancing funds; and gathering data and statistics.

This is the second level of the three level fiscal support series. The Fiscal Support Specialist is distinguished by the responsibility for maintaining an integrated set of financial and statistical records. It is distinguished from the Fiscal Support Supervisor, which is responsible for performing full supervisory responsibilities. Positions may supervise the work of lower levels in the fiscal support series.

Essential Functions:

- Serves as a lead, to include assigning and monitoring work, training employees on work methods, and providing direction; may supervise fiscal support staff including conducting performance evaluations and making hiring, termination and disciplinary recommendations.
- Assists customers and employees with requests for information over the phone and in person.
- Prepares, balances, reconciles, and records a variety of financial data and information.
- Sets up account records, computes accounts receivables, records payments, reconciles ledger accounts, and prepares related reports.
- Verifies and processes a variety of financial documents.
- Prepares, updates, and maintains a variety of correspondence, billings, records, and files.
- Analyzes and reconciles a variety of financial account activities.
- Compiles and maintains financial and statistical data records; prepares and distributes related reports.
- Enters a variety of fiscally-related information into databases; maintains fiscal records and files.
- Assists in preparing complex financial documents, which may include proposals and analytical documents.
- Tracks project expenses.

- Responds to requests for information and inquiries related to programs, policies, and/or other related information; researches customer discrepancies; resolves customer problems.
- Performs other duties of similar nature or level as required.

Employment Standards:

- High School Diploma, or G.E.D.
- Two years of fiscal support, bookkeeping, accounting support or experience related to the area of assignment; or, one year equivalent to a Fiscal Support Technician in the Kern County classification system; or, an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job

Knowledge of: applicable local, state, and federal laws, rules, and regulations; basic accounting principles; processes and procedures in assigned area of responsibility; bookkeeping principles; standard office equipment and procedures; data entry techniques; customer service principles; filing techniques.

Skill in: prioritizing and assigning work; using computers and related software applications; performing mathematical calculations; balancing and reconciling financial accounts; preparing reports; filing and maintaining records; using standard office equipment; providing customer service; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

Supplemental:

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.