

Fiscal Support Technician

Definition:

Under supervision, to perform a wide variety of fiscal support activities requiring previous fiscal experience. Incumbents perform activities related to: processing billings; collecting money and preparing deposits; providing customer service and resolving customer's problems; creating databases; and, conducting research.

This is the entry level of the three level fiscal support series. The Fiscal Support Technician is distinguished from the Fiscal Support Specialist, which is responsible for performing specialized fiscal support activities requiring knowledge and experience in the area of assignment.

Essential Functions:

- Verifies and processes a variety of financial documents
- Performs general clerical duties, which may include: preparing mailings; opening, sorting, and distributing mail; maintaining office supplies; filing; and performing other fiscally related activities
- 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
- 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.
- One year of fiscal support, bookkeeping, accounting support, cash-handling, or experience related to the area of assignment

Knowledge of: applicable local, state, and federal laws, rules, and regulations; cash-handling techniques; processes and procedures in assigned area of responsibility such as general accounting, payroll, collections, medical/dental billing; property tax assessment; bookkeeping principles; standard office equipment and procedures; data entry techniques; customer service principles; filing techniques.

Skill in: using computers and related software applications; performing mathematical calculations; balancing financial accounts; preparing reports; filing and maintaining records; keyboarding; using standard office equipment; providing customer service; operating a 10 key; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

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.