

FISCAL SUPPORT SPECIALIST

General Statement of Duties

Performs a variety of customer service and administrative support duties supporting the fiscal functions of the Town.

Distinguishing Features of the Class

An employee in this class performs a variety of clerical and fiscal support duties in the Finance Office. Work includes reviewing incoming daily deposits, receipts, and bills from departments for required information; researching vendor information; credit card and bank statement reconciliation and accounts payables. This position will also serve as the backup for processing payroll and all tax payments and retirement payments, as well as serving as a backup at performing reception duties at the front desk greeting the public, answering the telephone, fielding general questions and referring calls to appropriate personnel. Work also involves accepting new hire paperwork, reviewing for completion, and submitting to payroll for processing; typing and data entry work; compiling information for reports; creating and maintaining accurate files and records; and picking up and distributing mail to Town departments. Work involves accuracy and coordination with other departments. The employee is expected to have a good understanding of the department services to respond to inquiries, including some technical knowledge about processes, policies, and procedures. Work typically follows established procedures; precedent setting situations are referred to others. Work is performed under regular supervision and is evaluated through observation, conferences, and quality and effectiveness of the work completed by the Finance Officer.

Duties and Responsibilities

Essential Duties and Tasks

Accepts daily deposits from departments; issues receipts; completes daily deposit tape for processing.

Performs new hire orientation; reviews required new hire paperwork; explains employee benefits; reviews forms for accuracy and completion; and submits to payroll for processing.

Performs scanning and data entry to maintain and retrieve a variety of files, databases, calculate bills, and generate reports.

Receives incoming bills and invoices for payment; research vendor information; processes weekly payables via ACH.

Reviews and verifies forms, applications, records and reports to ensure that information is provided and correct.

Compiles reports from program and service activity data requiring limited research; creates records by posting general program activity on established forms, files, computer databases, spreadsheets, etc.

Serves as backup to answer telephone and greets visitors; directs calls or visitors and gives department information based on type of request; selects appropriate materials to answer questions and provide assistance.

Assists the public with understanding departmental and Town policies and procedures as they relate to the services provided; may refer to others for resolution.

Retrieves and delivers mail for all Town departments; screens mail, documents and other materials and routes to appropriate departments.

Additional Job Duties

May coordinate or assist with the work of others, typically in their absence.
Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of modern office procedures and related office information technology equipment, software, and peripherals.

Considerable knowledge of financial software application and ability to operate hardware to produce checks and pay bills.

Working knowledge of ordinances, regulations, procedures, policies and practices related to area of assignment and of the organization's personnel procedures.

Skill in the use of spreadsheets, and data bases used in area of work assignment.

Ability to work independently on responsible administrative support tasks, some of which may be confidential or sensitive.

Ability to keep fiscal and statistical records, ledgers, and files and provide information correctly and concisely.

Ability to create and maintain accurate records, reports and files in support of customer oriented operation.

Ability to communicate effectively in oral and written form in person and by telephone.

Ability to be tactful and courteous while conducting the Town's business.

Ability to establish and maintain effective working relationships with supervisors, coworkers, and the general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of stooping, kneeling reaching, standing, walking, pushing, pulling, lifting, fingering, talking, hearing and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to prepare figures and data, do accounting work, operate a computer, read extensively and proof work performed.

Desirable Training and Experience

Graduation from accredited college or university with an Associate's degree in accounting or a related field; or an equivalent combination of education and experience.