



October 2017
FLSA: Non-Exempt

FISCAL TECHNICIAN I/II

Filing Deadline: Opened Until Filled

Fiscal Technician I: \$19.84 - \$26.59 with benefit package
Fiscal Technician II: \$23.01- \$30.84 with benefit package

DEFINITION

Under general supervision (Fiscal Technician I) to direction (Fiscal Technician II), perform paraprofessional and clerical accounting work required in the processing and maintenance of fiscal and statistical records for El Dorado Transit's financial functions; areas of responsibility include, but are not limited to, accounts payable, accounts receivable, payroll, and cash handling; assists in compiling information and data for financial reports; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Fiscal Technician I) or direction (Fiscal Technician II) from the Finance Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Fiscal Technician I: This is the entry-level classification in the Fiscal Technician series. Initially under close supervision, incumbents learn and perform fiscal related duties. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Fiscal Technician II: This is the fully qualified journey-level classification in the Fiscal Technician series responsible for performing the full range of paraprofessional accounting support duties in assigned areas which include, but are not limited to, accounts payable, accounts receivable, payroll, and cash handling. Positions at this level are expected to work independently, and exercise judgment and initiative within established guidelines. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Fiscal Technician class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level; progression to the Fiscal Technician II level is dependent on (i) satisfactory work performance; (ii) the incumbent meeting the minimum qualifications for the classification; (iii) management affirmation that the position is performing the full range of duties assigned to the classification, and (iv) management approval for progression to the II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Fiscal Technician I level may perform some of these duties in a learning capacity.

- Performs paraprofessional and clerical accounting work required in the processing and maintenance of fiscal and statistical records for El Dorado Transit's financial functions; areas of responsibility include, but are not limited to, accounts payable, accounts receivable, payroll, and cash handling.
- Administers the payroll process; maintains up to date employee and agency information in the payroll system; reviews and verifies time cards and confirms leave requests/balances; verifies pay increases and computes any retro-active pay; confirms benefits, retirement and deferred compensation contributions and related deductions; ensures compliance with bargaining unit agreements and individual selections; calculates and processes manual checks; submits documents to payroll system vendor; checks and confirms payroll prior to final processing; submits reports to retirement and deferred compensation providers.
- Administers the accounts payable function; collects and assembles invoices and confirms proper documentation and signatures; sets invoices up for payment; maintains all accounts payable vendor accounts in automated system; reconciles all accounts payable invoices to monthly statements received; investigates and resolves discrepancies; sets up, processes and distributes checks; reviews accounts payable general ledger entries for accuracy prior to month end closing.
- Assists in the collection of monies owed to El Dorado Transit; works with external service providers and maintains accounts receivable files and records.
- Assists in the compilation and distribution of fiscal reports; places fiscal data into spreadsheets or automated system for report generation.
- Coordinates and processes monthly ALTA client orders; reviews authorizations to ensure they are current; prepares monthly check sheets for drivers for billing purposes; prepares ALTA monthly billing for scrip and passes.
- Prepares and distributes pass fare merchandise to retail locations; prepares sales packages, which include scrip, passes, and a log sheet; reconciles sales for each site and prepares deposit; resolves fare discrepancies.
- Counts and reconciles daily deposits from transit system fare boxes; confirms and deposits funds.
- Logs incoming checks and prepares bank deposits; reconciles bank deposit slips weekly and resolves discrepancies.
- Assists with the purchasing function by entering and processing purchase orders in the system; verifies bid paperwork is complete and includes authorized signatures; maintains purchase order files.
- Performs general office support; answers the telephone and assists callers or directs to correct staff member; organizes and maintains various files; types correspondence, reports, and forms; sets up yearly fiscal year files; prepares files for archival.
- Positions assigned to this classification may be required to operate a motor vehicle to pick up and deliver materials, or to attend business related meetings.
- Performs related duties as assigned.

QUALIFICATIONS

Positions at the Fiscal Technician I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Public agency financial operations and services including, but not limited to, accounts payable, accounts receivable, payroll, and cash handling.
- Principles and practices of automated financial record keeping systems.
- Methods, practices, and procedures of bookkeeping, including accounts receivable, and accounts payable processes.
- Public agency payroll processes, including retirement plan and benefits providers reporting processes.
- Public agency procurement processes, rules and regulations.
- Cash handling principles and techniques.
- Methods and techniques of balancing cash transactions, and bank statements.
- Methods and techniques of reconciling accounts and statements.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Complex recordkeeping principles and practices.
- Business mathematical principles.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and El Dorado Transit staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination including computers and software relevant to the work performed.

Ability to:

- Provide technical support to the full range of fiscal services.
- Coordinate services with external service providers and internal departments.
- Respond to and effectively prioritize multiple requests for service.
- Research and compile data for fiscal reports and records.
- Organize and maintain accurate fiscal files and records.
- Make accurate arithmetic calculations.
- Demonstrate excellent customer service skills.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Understand and carry out oral and written directions.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish and maintain effective working relationships with those encountered in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Fiscal Technician I/II: Equivalent to completion of the twelfth (12th) grade supplemented by specialized training in accounting, payroll or a related field.

Fiscal Technician I: Two (2) years of experience performing a variety of technical fiscal, accounting, and financial record keeping duties.

Fiscal Technician II: Three (3) years of increasingly responsible experience performing a variety of technical fiscal, accounting, and financial record keeping duties, or one (1) year of technical fiscal program support experience at a level equivalent to the El Dorado Transit's classification of Fiscal Technician I.

Licenses and Certifications:

- Possession of, and ability to maintain, a valid California Class C Driver's License and a safe driving record throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and no exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

APPLICATION SELECTION PROCEDURES

It is the responsibility of the applicants to ensure delivery of the completed application to the El Dorado County Transit Authority office at 6565 Commerce Way, Diamond Springs, CA 95619 by the deadline. Postmarks are not acceptable. El Dorado County Transit Authority applications must be used. Resumes may be attached but may not be substituted for any portion of the application. All complete applications will be reviewed and the most suitable, qualified applicants, based on the information provided on their application, will be invited to participate further in the examination process. Depending on the number of qualified candidates the examination process may include application screening and/or oral interview.

EL DORADO COUNTY TRANSIT AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER