

CITY OF SOLANA BEACH
FISCAL SERVICES SPECIALIST

DEFINITION

Under general supervision, performs technical and clerical accounting work in connection with the preparation, validation, examination, coding, and reconciliation of fiscal, financial, and statistical records; prepares and maintains an automated payroll system; performs related duties as required.

CLASS CHARACTERISTICS

Positions in this class perform difficult tasks in which working knowledge of fiscal and financial record keeping practices is required. Incumbents are expected to complete assignments in observance of established schedules and deadlines.

This position is distinguished from the next higher class of Accountant in that the latter performs journey-level work as a professional accountant.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

Reviews time records submitted by all departments to ensure conformance with appropriate contracts and administrative policies and regulations; verifies pay increases and computer file data for the current payroll period; reviews and edits documents; corrects errors and balances payroll for each pay period; confers with individual employees regarding changes in paychecks, time sheets, codings, or deductions.

Prepares payroll tax returns and other reporting documentation related to payable and payroll matters; prepares or processes insurance and other miscellaneous billings, payments for disability, terminations, retirement, and deferred compensation; compiles routine reports related to payroll activity.

Maintains accumulated leave records for all employees, including vacation, sick leave, holiday, compensatory time, and management leave; adjusts and corrects computer file records.

May explain health, life, and long term disability insurance and other benefits to new employees; may work with insurance companies to resolve problems for covered employees and notify employees of COBRA benefit and maintain related accounts.

- ◆ Enters data and processes accounts payable checks, purchase orders, and business certificates and renewals.
- ◆ Verifies claims, warrants, deposit slips, computer source documents, business certificate applications, and other records for arithmetical accuracy, consistency, and budget classifications requiring application of established coding and record keeping practices.
- ◆ Assembles, sorts, tabulates, codes, and files fiscal and statistical data; makes arithmetical calculations and verifies totals and extensions; performs data entry or maintains manual records to post, adjust, and balance accounts; allocates funds to correct accounts according to established procedure; balances and reconciles accounts.
- ◆ Prepares and analyzes a variety of routine fiscal statements, reports, and schedules.
- ◆ Collects and accounts for money; issues receipts; maintains cash drawer, and prepares deposits as required.
- ◆ Prepares and otherwise processes various bills and invoices; prepares entries, tabulations, standard forms, and routine documents according to specific instructions; maintains related files; operates computers, calculators, and other standard office equipment as required.
- ◆ Responds to inquiries in person or by phone, providing explanation of established procedures and work unit policies which may require the use of judgement; corresponds with vendors, businesses, or the public according to established procedure.
- ◆ Performs a variety of general office support work such as organizing and maintaining various files, reports, forms, and specialized documents.
- ◆ Assists with updating and maintaining fixed assets information.

Assists in the purchasing of office supplies for the City; distributes and stores office supplies.

Remains seated and works at computer terminal for prolonged periods; files documents in various locations and heights.

Provides vacation and temporary relief as required.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

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

Education:

- ◆ High school graduate or equivalent and completion of college level coursework in basic accounting, economics, or finance.

Experience:

- ◆ Three years of increasingly responsible technical and clerical accounting experience which included routine fiscal record keeping, accounting, maintenance of automated financial and statistical records, public contact, and the application of policies and procedures in the performance of assigned tasks.

Knowledge and Abilities

Knowledge of:

Principles, methods and practices of fiscal and financial record keeping, including automated payroll systems.

Procedures, methods and office equipment used in statistical record keeping.

General office procedures; related laws and ordinances.

Knowledge MS Word, Excel, and Windows is highly desirable.

Ability to:

Understand, interpret and apply the fundamental principles of accounting and general fiscal and financial record keeping practices in the performance of assigned tasks; maintain ledgers and journals; analyze fiscal data and draw logical conclusions.

Ability to perform difficult clerical and financial record keeping work; make arithmetic calculations quickly and with accuracy; reconcile differences within the automated record keeping system requiring an understanding of the relationship among accounting records and documents.

Operate an office computer terminal and prepare manual and computerized financial reports; operate related office equipment.

Communicate effectively both orally and in writing.

Remain seated and work at a video display terminal for prolonged periods; file documents in various locations and heights; distribute and store office supplies.

Establish and maintain cooperative working relationships.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Date Adopted: 12-07-99

[City of Solana Beach](#)

[Associated Benefits](#)