



Fiscal Services Specialist

Class Code:
4821

Bargaining Unit: Service Employees International Union

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Revision Date: Apr 9, 2015

SALARY RANGE SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under direction, to perform a variety of finance and budget functions and transactions including but not limited to: preparing and maintaining a variety of finance and budgeting records and reports; verifying the correctness of financial documents, analysis and interpretations of financial records, transactions and reports; general ledger maintenance and statistical record keeping work which requires previous experience in the area of financial, budget and statistical record keeping, where assigned.

DISTINGUISHING FEATURES

This is a journey-level accounting position that provides specialized accounting services. This position reports to the Trial Court Administrator. This classification is distinguished from the higher-level class of Senior Fiscal Services Supervisor in that the latter is a management designated classification with supervisory functions.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all list duties.

1. Performing financial and statistical analysis; preparing budget estimates.
2. Performing complex accounting tasks involving the analysis and interpretation of journals, general ledgers and subsidiary ledgers; preparing cash receipt reports; identifying and allocating revenue and expenditures and capital asset accounting.
3. Performing grant management including processing, reconciling and generating

reimbursement reports in accordance with grant requirements.

4. Maintaining and updating accounts receivable controls; classifying and posting expenditures.

5. Analyzing revenue and expenditures, preparing disbursement reports & other periodic statements.

6. Processing and reconciling vendor payments associated with contracts, agency agreements, and purchase orders.

7. Preparing requisitions, purchase orders, and contract for supplies, equipment, or services required; conferring with the requesting division to ensure that information is correct, that order parameters are understood and to provide information regarding products and suppliers.

8. Explaining purchasing policies and procedures to potential vendors.

9. Placing orders and negotiating with vendors as required if changes in purchase terms are required.

10. Assisting in analyzing bids, recommending award and preparing contracts for award; working with user departments to reconcile invoices and to solve delivery, quality and other problems that arise.

11. Maintaining electronic and physical records and accounts in an organized information retrieval system.

12. Identifying and resolving a variety of financial and statistical issues through analysis collaboration with internal and external partners.

13. Using of computer applications software including court financial automated systems.

14. Preparing financial policies and procedures; training court staff regarding financial policies and procedures.

15. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Experience:

Two (2) years of full time work experience in finance and budget functions. Such experience should include processing financial transactions, fiscal and budget transactional processing and analysis, verifying correctness of financial documents, and experience with procurement, accounts payable, treasury functions, and other related fiscal analysis.

Or

Education:

Possession of a Bachelor's degree from an accredited college in accounting or other related field that includes general and governmental accounting.

KNOWLEDGE AND ABILITIES:

Knowledge of general accepted accounting practices, financial record keeping and basic accounting methods such as posting, adjusting, balancing, reconciling and single-entry bookkeeping; analyze financial reports; trial court financial policies and procedures; modern business office practices and procedures; working knowledge of computer spreadsheet and word processing applications.

Ability to perform accurate mathematical calculations; establish effective working relationships with division and non-division staff; apply accounting principles; perform tasks in the various computer software required for financial transactions; and communicate effectively both orally and in writing.

CLASSIFICATION HISTORY:

Date revised: 5/17/17, 8/4/17