

FISCAL SPECIALIST

DEFINITION

Under general supervision, the Fiscal Specialist independently performs complex and specialized paraprofessional work related to the financial, accounting, and other fiscal functions of the Superior Court; works within established policies, standards, and procedures but may be required to use independent decision-making and judgement to resolve unexpected or unusual issues in assigned areas; may act as a lead-worker to Account Clerks/Senior Account Clerks and Accounting Technicians; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Fiscal Specialist position is responsible for performing specialized accounting and other fiscal work requiring significant technical expertise. This class is distinguished from the Accounting Technician classification in that the Fiscal Specialist class performs more complex accounting and fiscal duties requiring more initiative and independent judgement. Positions in this class are not supervisory but may exercise lead responsibilities.

TYPICAL TASKS

- Evaluate departmental practices and procedures and recommend improvements
- Assist in departmental budget preparation and management
- May be assigned to specialty areas depending on the needs of the department
- Prepare complex accounting statements and statistics
- May audit expenditure documents and appropriation transfers for fund control
- Keep and maintain a variety of records, journals, ledgers, and reports
- Research and reconcile discrepancies and balance accounts to the general ledger
- Prepare journal entries for corrections, adjustments, and transfers
- Generate, update, review, and reconcile a variety of financial and statistical spreadsheets, reports, and summaries
- Compile, review, format, and prepare data and reports required by the Court, State, and other governmental agencies
- Obtain and provide information to assist the public, vendors, service providers, governmental agencies, and other concerned parties
- Plan, organize and perform work pertaining to procurement and purchasing
- Coordinate and facilitate procurement and purchasing activities of Court staff
- Represent the Court on assigned duties with the public, vendors, the judicial branch, and other outside entities as needed
- May assist with payroll process, including record review, entry, and documentation
- May lead the work of Account Clerks, Senior Account Clerks, and Accounting Technicians, including training and instruction in work
- May track and monitor assigned contracts, budgets, and grants

EMPLOYMENT STANDARDS

Knowledge of:

- Applicable laws, codes, regulations, and policies
- Principles and practices of accounting and financial record keeping
- Requirements of the Trial Court Financial Policies and Procedures Manual, and the Trial Court Procurement guidelines
- Principles and practices of purchasing, which may include ethics, internet research, standards, competitive bidding procedures, quality control, inventory standards and control
- Data collection techniques
- Spreadsheet applications
- Office practices and methods, including proper phone etiquette
- Filing practices
- Correct usage of proper grammar and spelling
- Computer applications used in Court processing, accounting, and fiscal operations

Ability to:

- Perform technical accounting and complex fiscal tasks with a high degree of independent judgment
- Establish and maintain financial records and prepare complex forms, statements, records, summaries, and reports
- Gather, review, and evaluate informational data for compliance with established procedures and controls
- Identify, comprehend, and resolve accounting discrepancies
- Prepare, examine, and assess financial documents, contracts, and reports
- Use sound and independent judgment within the framework of policies, procedures, and guidelines
- Operate automated office equipment
- Communicate effectively and professionally to establish and maintain effective working relationships

PHYSICAL CHARACTERISTICS

- Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis
- Hearing sufficient to communicate effectively in an office, with the public and Court staff
- Dexterity and coordination to handle files and single pieces of paper
- Personal mobility to:
 - work in various office and Courtroom locations
 - move objects weighing up to 20 pounds such as files, stacks of papers, reference and other materials
 - move from place to place within an office
 - sit and/or stand for prolonged periods of time

EXPERIENCE/EDUCATION

- 1) Equivalent to an Associate Degree with major course work in accounting, business administration, finance, economics, or a related field AND two years of experience in keeping or reviewing accounting/fiscal records **OR**
- 2) Minimum of four (4) years of progressively responsible experience in a Court accounting environment or equivalent accounting position in a public agency, one year of which must have been in a lead worker position.