

POSITION DESCRIPTION		Position #: 6111.310.01	FT
Class Title: Fiscal Assistant			
Department: Aging	Location: SPOONER	Pay Range: 08-1950	Date; 7/2014

GENERAL STATEMENT OF DUTIES: Performs difficult and responsible duties involving clerical and financial account keeping tasks; does related work as required; supervised by the Aging Director.

DISTINGUISHING FEATURES OF THE POSITION: The work of the Fiscal Assistant involves financial accounting and record keeping, preparing, entering, and posting journal entries; cost and remittance reports and other reports; preparing State expense reports; preparing vouchers for payments; assist in budget preparation and contract maintenance and related tasks. The individual is expected to exercise discretion, independent judgment and resourcefulness in dealing with unusual circumstances.

EXAMPLES OF DUTIES PERFORMED: (Illustrative only)

- Performs a variety of clerical, accounting and related tasks;
- Prepares vouchers, receipts, journal entries and payroll entries;
- Responsible for data entry to computerized general ledger system;
- Balances subsidiary accounts within general ledger system;
- Types letters, reports, forms and other related material;
- Distribution of monthly, quarterly, and annual reports;
- Department IT, PowerPoint contact
- Assists in the preparation of the Department's annual budget;
- Performs other related tasks as required.
- Backup to other support staff.

ESSENTIAL KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of modern clerical procedures used in keeping fiscal records and of modern office terminology; extensive knowledge of business math, business English and basic bookkeeping; ability to type from clear copy and rough draft; ability to make decisions in accordance with regulations, policies and procedures; ability to maintain an effective and cooperative working relationship with employees, professional staff, county officials and the general public; skill in the operation of office equipment including computer equipment; working knowledge of word processing and spreadsheet software programs; courtesy and cooperation; good independent judgment.

EXPERIENCE AND TRAINING REQUIRED: Two year Associate degree in Accounting or related field with three years of relevant experience which would provide the essential knowledge, skills and abilities. Ability to ten key with 80% accuracy. Progressively greater responsibilities and duties than in previous positions. Experience with computerized accounting, payroll, word processing and spreadsheet systems.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED: Telephone system; personal computer including word processing and financial management software; copy machine; postage machine; fax machine; calculator.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 2/22/05

Revision History: 03/14/2024