

**TOWN OF GILBERT
CLASS SPECIFICATION
Fiscal Technician**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Fiscal	B21	Non-Exempt

CLASS SUMMARY:

This class is the first level in the Fiscal series. Incumbents are responsible for entering data, journal entries and invoices into automated financial system; reviewing documents for compliance with applicable policies and procedures; compiling and generating reports; providing customer service; preparing and processing data uploads; training staff on fiscal policies, procedures and systems; and conducting research.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

**PERCENT OF
TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Reviews, validates and processes financial documents and records for assigned accounting functions. Verifies approval or prepares and submits documents for approval. Receives, reviews, balances, and posts financial data. Prepares and/or processes transactions, files, and/or general ledger journal entries.	Daily 30%
Enters information into financial information systems and verifies accuracy. Maintains files and databases as assigned including vendor data and account information. Processes data to produce accounting documents.	Daily 20%
Researches information, monitors accounts, reconciles discrepancies, balances spreadsheets, and prepares journal entries as assigned. Retrieves and reviews information and compiles and generates reports.	Daily 20%
Prepares written communications, disposition letters, and other notices to customers, vendors, and others regarding financial transactions and information. Provides customer service in response to inquiries.	Daily 10%
Supports and provides training to interdepartmental staff regarding assigned accounting functions.	Weekly 5%
Maintains accounting records and files in accordance with records retention procedures. Researches and gathers information upon request.	Monthly 5%

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Prepares annual forms and reporting of assigned financial data and submits data to appropriate authority or organization.	Annually 5%
Performs other duties of a similar nature and level as assigned.	As Required

TRAINING AND EXPERIENCE:

High School Diploma or GED and three years of bookkeeping experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- May require a Valid Arizona Driver's License

KNOWLEDGE OF:

- Applicable accounting terms, methods and procedures;
- Bookkeeping practices;
- Mathematical concepts;
- Customer service principles and practices;
- Accounting systems and spreadsheet software;
- Modern office equipment.

SKILL IN:

- Providing customer service;
- Conducting research and solving problems;
- Reconciling accounts;
- Working in a team environment;
- Maintaining records and files;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: reaching, walking, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING TITLES WITHIN CLASS SPECIFICATION:

Accounting Technician – B21

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

*Draft prepared by Fox Lawson & Associates LLC (BS)
Date: (10/12)*

*Draft finalized by Gilbert Human Resources (TT)
Date: (05/13)*