

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: FISCAL SUPPORT SPECIALIST III

FLSA Status: Nonexempt

GENERAL CLASS DESCRIPTION: Positions in this classification perform a variety of bookkeeping and accounting duties for assigned financial programs. For assigned programs, positions exercise control over the funds, accounts and the daily transactions. Positions are responsible for performing the daily activities, reporting, transactions and processing work for assigned programs such as accounts payable, accounts or payroll programs. May supervise subordinate clerical or fiscal support positions as assigned. Supervision is received from the Director or Deputy Director of Finance who reviews work to ensure compliance with policies and procedures and accurate accounting for all monies and transactions for assigned programs.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Serves as the custodian for assigned financial accounts and programs such as accounts payable or payroll.
- Prepares and processes the paperwork, and transactions for the daily activities of assigned programs. Enters transactions and pertinent operational information into automated financial management system.
- Reviews payroll forms, invoices, bills and/or other program related documents to ensure accuracy and completion. Enters information into financial management system, generates appropriate transactions, documents and forms. Generates paychecks or accounts payable checks.
- Reviews computer printouts, bank statements, financial statements and other documents to ensure accuracy, to identify needed adjustments, and ensures reconciliation of transactions and account balances. Enters account adjustments.
- Works with managers and staff from City departments to answer questions regarding financial programs, provide information, policy interpretation or obtain additional information.
- Serves as Head Cashier as assigned, supervising the work and performance of subordinate clerical and fiscal support staff engaged in cashiering and related duties.
- Generates and prepares reports and financial statements on the status, activities, and transactions of assigned accounting programs.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- Considerable knowledge of the principles and practices of accounting, bookkeeping and sound financial management.
- Considerable knowledge of the policies, procedures and regulations governing assigned financial programs and accounts, and City financial operations.

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- General knowledge of data entry and retrieval in financial management systems.
- General knowledge of the Finance department's programs and activities for the purpose of supplying general information and referring inquiries to appropriate staff.
- General knowledge of the City's departments for the purpose of providing and obtaining financial information related to their programs and operations.

Physical Requirements:

- Ability to operate a variety of office equipment.

Language Ability & Interpersonal Communications:

- Ability to read, apply and interpret a variety of financial documents, receipts and reports for the purpose of processing, entering, analyzing reviewing and reporting on the activities of assigned financial programs.
- Ability to prepare routine reports and financial statements.
- Ability to establish effective working relationships with City management, supervisors and staff.
- Ability to enter and retrieve data in a financial management system.
- Ability to read and follow oral and written instructions.
- Ability to supervise the work and performance of subordinate clerical or fiscal support staff.

Environmental Adaptability

- Work is preformed in an office environment.

ACCEPTABLE TRAINING AND EXPERIENCE

Requires graduation from high school or equivalent; and 3 - 5 years of experience performing accounting and bookkeeping work; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.