

FISCAL SUPPORT COORDINATOR

DEFINITION

Under general direction, to provide direction, coordination, and training for Account Specialist in the Auditor/Controller office; to perform a variety of the most difficult and complex technical account and statistical recordkeeping work in connection with the development, maintenance , and processing of County fiscal and statistical records; to provide information and assistance regarding inquiries concerning the Auditor/Controller Office; to perform a variety of department administrative support functions; and to do related work as required.

DISTINGUISHING CHARACTARISTICS

This is a specialized classification for the performance of a variety of specialized fiscal coordination and support work in the Auditor/Controller Office. Incumbents have responsibility for lead supervision and work coordination responsibilities for other staff along with performing a variety of the most advanced and complex financial, statistical, or other specialized recordkeeping work requiring substantial work background and experience in the area of assignment. They are also required to provide specialized and technical public assistance. This class is distinguished from the Auditor Accounting Clerk III by the assignment of lead responsibilities and the performance of more complex assignments.

REPORTS TO

Chief Deputy Auditor, Assistant Auditor and Department Head.

CLASSIFICATIONS DIRECTLY SUPERVISED

Provides guidance, training, and coordination for Auditor Accounting Clerk Technician, Accounting Clerk I and II.

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EXAMPLES OF DUTIES

- Provides lead direction and work coordination for other staff.
- Provides public assistance regarding fiscal records.
- Performs a variety of the most complex and technical assignments in fiscal and statistical recordkeeping and support work.
- Establishes and maintains computer database information.
- Maintains and updates accounts receivable controls and accounts.
- Classifies and posts expenditures to budgetary accounts.
- Analyzes revenue and expenditures, preparing periodic statements.
- Prepares payroll documents.
- Prepares and maintains financial and statistical reports.
- Monitors, and maintains requirements for the production of 1099's for outside vendors.
- Reviews data and prepares state billing reports.
- Identifies and resolves a variety of complex account and statistical recordkeeping problems.
- Operates computers using a variety of software in the performance of technical fiscal work.
- Keeps a variety of financial, statistical records.
- Verifies purchase orders.
- Assists with the maintenance of work and time records.
- May compute and prepare bills for services and/or taxes.
- Receives monies and maintains receipt records.
- Balances cash received and prepares deposits.
- Keeps subsidiary ledgers.
- Prepares financial, statistical, or other special reports.
- Compiles budget information.
- Prepares and process a variety of claims.
- Prepares warrants.
- Prepares public defender payments, or jury payments.
- Processes and validates payment of County warrants.
- Receives deposits from County departments, maintains records, and issues receipts.
- Evaluates a variety of information and data for accuracy, compliance, and completeness.
- Provides information to others.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephone, calculators, copies, and FAX.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; some positions may also have outdoor assignments; contact with staff and the public.

KNOWLEDGE OF

- Principles of lead detection and work coordination
- Methods, practices, and procedures of financial, statistical, public works, social services, solid waste, tax, assessment roll or other specialized recordkeeping.
- Policies, laws, rules and regulations applicable to a special assignment area such as County Auditor's Office functions, County Tax collection, public works, social services, solid waste assessments, treasurer functions, Assessor's or other specialized records.
- Policies and procedures of the work area where assigned.
- Modern office methods, practices and procedures.
- Correct English usage, spelling, grammar and punctuation.
- Mathematics

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ABILITY TO

- Provide lead supervision and work coordination for other staff.
- Perform a variety of the most complex specialized financial, statistical, public works, social services, solid waste, tax, assessment roll or other specialized recordkeeping assignments.
- Provide technical support for an assigned area of County Government.
- Interpret and apply the policies and procedures of the Department and work unit where assigned.
- Assist with the preparation of financial statements or other specialized reports.
- Read and interpret maps or other special documents.
- Make mathematical calculations quickly and accurately.
- Operate a computer and appropriate software, including database information.
- Follow oral and written directions.
- Maintain good public relations.
- Tactfully and courteously provide a variety of public assistance with tax collection activities, treasury functions, Assessor operations, Auditor/Controller activities, Public Works, Social Services, Solid Waste Planning, or other assigned areas.
- Establish and maintain cooperative working relationships.

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TRAINING AND EXPERIENCE

Five (5) years of experience in performing specialized financial and statistical recordkeeping, technical support, and public assistance work equivalent to that of an Auditor Accounting Clerk I or II with Plumas County.

Two (2) years of experience performing duties as above with at least one (1) year in a lead or supervisory capacity.

SPECIAL REQUIREMENTS

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.