

FISCAL STAFF ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is technical work of a moderately complex nature which involves responsibility for a variety of fiscal activities in support of accounting operations. Supervision is received from an Accountant or administrator and supervision may be exercised over a small number of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares vouchers for grant reimbursement, including the preparation of all required financial statements and correspondence;

Reviews all requests for expenditures and makes recommendations for approval based on availability of funds, appropriateness of request, etc.;

Prepares annual State Aid application and supplemental vouchers for reimbursement, as directed by an accountant or administrator;

Oversees all purchasing for the department (equipment, supplies, service contracts) and develops department wide procedures for purchasing;

Prepares cost reports as directed by an accountant;

Oversees the automation of fiscal operations and makes recommendations for the design of software;

Reconciles subsidiary ledgers with general ledgers;

Assigns and updates cost centers and monitors utilization of cost centers in order to determine appropriateness of assignments;

Acts as liaison between the department's administration and employees performing billing duties and provides technical assistance to these employees, as necessary.

Assists in conducting internal audits, required to ensure cost efficiency, by reviewing operational records and gathering information;

Audits accounts-receivable subsidiary ledgers in order to compare bills and payments and identify delinquent accounts;

Prepares detailed reports of billing transactions and identifies discrepancies between department's records and third-party payors;

Prepares bills for reimbursement from third party payor sources (e.g. Medicaid, Medicare, Insurance companies);

Prepares monthly aging reports (i.e. outstanding payments) of accounts-receivable;

Prepares schedule of differences between billing and payment rates;

Maintains ledgers in accordance with department's standards;

Performs special projects, when assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices of fiscal management, accounting and auditing; ability to read and interpret written instructions; ability to communicate effectively, both orally and in writing; ability to comprehend and prepare numerical and financial data for presentation to others; ability establish and maintain cooperative relations with others; ability to use spread sheets and related software applications.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher in Accounting, Finance, Fiscal Management, Economics, or comparable curriculum, and one (1) year of experience which involved accounting, fiscal, and/or payroll management, auditing, or comparable, as a major function of the work, or
2. A Bachelor's degree in any other field and two (2) years of experience in a public or municipal auditing, accounting or financial administration setting which involved accounting, fiscal, and/or payroll management, auditing, or comparable, as a major function of the work.

NOTE: Twenty-four (24) credit hours in any one of the above fields will be deemed the equivalent of a major therein.