

**FISCAL CLERK I
FISCAL CLERK II (Non-Confidential)**

DEFINITION

To perform a variety of financial and accounting clerical duties; to maintain related financial records; and to provide administrative support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Fiscal Clerk I - This is the entry level class in the Fiscal Clerk series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Fiscal Clerk I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Fiscal Clerk II - This is the journey level class in the Fiscal Clerk series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Fiscal Clerk I

Receives immediate supervision from a Finance supervisor; and may receive technical and functional supervision from Accounting Technician.

Fiscal Clerk II

Receives general supervision from a Finance supervisor; and may receive technical and functional supervision from Accounting Technician.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform financial, accounting or statistical office support duties in a centralized accounting setting, including accounts payable, accounts receivable, payroll and purchasing functions.

Maintain the necessary accounting records to support processed transactions related to area of assignment.

Receive checks by mail and cash over the counter; process and balance accordingly.

Make mathematical calculations.

Record or post information, data and figures; code and enter invoices; verify entries to ensure accuracy.

Process invoices, create purchase orders, cut checks, execute electronic payments and provide information to vendors regarding such.

Issue receipts and balance accounts.

Maintain a variety of manual and automated records.

Assist in the preparation of technical reports and documentation related to area of assignment; compile and prepare routine reports.

Respond to questions from the general public and City staff regarding area of assignment.

Perform a variety of general administrative office support duties such as typing, proofreading, filing, and answering the telephone.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Fiscal Clerk I

Knowledge of:

Basic principles and practices of financial recordkeeping and bookkeeping.

Basic mathematics.

English usage, spelling, grammar, and punctuation.

Modern office practices and procedures

Computer equipment and software applications related to assignment.

Ability to:

Prepare, maintain, and reconcile various financial and accounting records.

Understand, interpret, apply and explain department policies, procedures and rules; learn organization, procedures and operations of the City as necessary to assume assigned responsibilities; explain, observe, identify and problem solve office operations and procedures for the public and with staff.

On a continuous basis, sit at a desk and/or stand at a counter for long periods of time; intermittently twist and reach office equipment; use telephone; write and use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Learn basic accounting principles and practices.

Make mathematical calculations with speed and accuracy.

Verify and check files and data.

Maintain neat and accurate files and records.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Learn relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of financial or accounting clerical experience is desirable.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Fiscal Clerk II

In addition to the qualifications for the Fiscal Clerk I:

Knowledge of:

Principles and practices of basic accounting.

Techniques and practices of technical report writing.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Perform detailed accounting clerical work with speed and accuracy.

Research and resolve discrepancies.

Work independently and prioritize work projects.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Fiscal Clerk I with the City of San Pablo.

Training:

Equivalent to the completion of the twelfth grade.

REVISED: JUNE 2003; MARCH 2019
FLSA: NON-EXEMPT