

## POSITION DESCRIPTION

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**TITLE:** Fiscal Associate II - (Non-Exempt)

### **Collective Bargaining - Eligible**

**Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.**

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### **JOB SUMMARY:**

Performs a variety of intricate accounting tasks requiring experience and independent judgment. Ensures accurate accounting records for receipts and/or disbursements within the College. This is a responsible position that works with minimal supervision. Duties include performing a variety of complex clerical and bookkeeping work, applying accepted procedures to the preparation and maintenance of accounting records, and preparing financial and statistical reports.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Receives and/or disburses funds related to the assigned area of responsibility.
- Processes complicated or non-repetitive accounting transactions and traces transactions through previous accounting actions to determine discrepancies.
- Posts journal, ledger, or voucher books of account from supporting data by hand or machine.
- Responsible for posting, maintaining, and tracking a series of accounts that exceeds a total of five hundred thousand dollars or more.
- Prepares summary sheets for use of supervisor or auditors in preparing comprehensive financial statements.
- Audits and proofs accounting reports for clerical accuracy and conformance to departmental, state, and federal procedures.
- Analyzes financial documents and investigates questionable data.
- Maintains cost system, allocating expenditures to accounts in accordance with established procedures.
- Prepares trial balances.
- Assists in contacting vendors to obtain prices and schedule delivery dates.
- Assists in expediting orders and tracking deliveries.
- Develops and dates sources of standard items.

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- Maintains vendor files, purchase order logs, and related records.
- Prepares requests for quotations.
- May perform secretarial functions as needed for assigned staff member(s).
- May supervise clerical workers or act as a lead worker to other record keeping personnel and may assist in training personnel.
- Maintains inventory of supplies and materials and may assist in taking physical inventory as needed.
- Maintains accurate customer files; keeps track of name changes, mergers, address changes, and mailing attentions for all division. Relays this information to the appropriate personnel.

**MINIMUM QUALIFICATIONS:**

- Education: High School diploma or GED equivalency required; Associates Degree preferred, including courses in typing and bookkeeping.
- Experience: Five years responsible experience in bookkeeping, accounting, or secretarial assignments involving advanced records keeping (directly related business school or college courses may be substituted equally for up to one year's experience); or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. Must be bondable.
- In addition, must have working knowledge of bookkeeping theories and practices and accepted office procedures; some knowledge of intermediate accounting procedures. Must have the ability to perform a volume of numerical detail work accurately, to make difficult mathematical computations with and without mechanical assistance (ability to operate calculator by touch).
- Must be proficient in the use of computer-based spreadsheets and related software.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.