



# Fiscal Assistant

## Job Description

<b>REPORTS TO:</b> Fiscal Manager	<b>WORK SCHEDULE:</b> 15 – 20 hours per week	<b>STATUS:</b> Part-time, Non-Exempt	<b>PAY GRADE: 13</b> <b>\$22.08-\$32/Hour</b>
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### POSITION SUMMARY

The Fiscal Assistant supports the organization's financial and administrative operations by managing accounts payable and receivable, processing purchase orders, and maintaining accurate fiscal records. Key responsibilities include invoice processing, vendor documentation, travel reimbursements, and coordination with internal departments to ensure compliance with financial procedures and timely data entry.

**SUPERVISORY RESPONSIBILITIES:** None.

Task Title	Essential Job Functions	Time Spent (estimate)
Accounts Payable	<ul style="list-style-type: none"><li>Receive, verify, and code invoices; match invoices to purchase orders and contracts</li><li>Review invoices for accuracy, including math, approvals, dates, terms, and object/appropriation codes; prepare invoices for payment submission to the County Auditor.</li><li>Maintain vendor records by preparing paperwork, collecting W-9 forms, OPERS documents, and processing address changes.</li><li>Organize credit card receipts for processing.</li><li>Prepare and coordinate travel reimbursement forms and receipts.</li></ul>	40%
Purchase Orders	<ul style="list-style-type: none"><li>Assist departments in preparing purchase requisitions and purchase orders, ensuring proper coding, quotes, contracts, and approvals in compliance with policies.</li><li>Prepare purchase orders for County processing.</li><li>Enter data into the County financial system (e.g., Finance Enterprise).</li><li>Process and submit purchase order change requests to the County.</li></ul>	25%
Record Maintenance	<ul style="list-style-type: none"><li>Assist departments with budget-to-actual tracking files.</li><li>Support asset management data entry and updates.</li><li>Maintain Energy Manager software for utility tracking.</li><li>Assist Fiscal Manager with annual records disposal.</li></ul>	20%
Accounts Receivable	<ul style="list-style-type: none"><li>Prepare cash and credit card deposits for submission to the County Auditor.</li><li>Reconcile payments received through registration and reservation software (e.g., RecDesk).</li></ul>	10%
Misc.	<ul style="list-style-type: none"><li>Assist with coordination of facility reservations.</li><li>Monitor office supply inventory and coordinate ordering to maintain adequate stock.</li></ul>	5%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

## QUALIFICATIONS:

### Required

- **Education:** Associates degree in business or accounting
- **Licensure:** Valid driver's license
- **Previous Work Related Experience:** 1-2 years experience in accounting, finance or related field

### Preferred

- **Education:** Bachelors degree in business or accounting
- Previous public sector accounting and finance experience.

## FINANCIAL & ASSET MANAGEMENT

- Order supplies, plan events and/or book travel: Yes
- Manage or monitor a budget: No
- Create or develop a budget: No

### Asset Responsibility

- Position uses or handles low-value assets but does not have responsibility for managing them (e.g., Office supplies, shared equipment, basic inventory use without tracking or accountability).

### Asset Security

- Inventory of supplies (e.g., office supplies)

## INTERNAL AND EXTERNAL INTERACTIONS

### Internal Customer Interactions

- Collaborate with coworkers or teams to complete tasks or projects.
- Provide information, guidance, or support to other departments or staff.
- Respond to internal inquiries or resolve service-related issues.
- Handles standard service needs, may adapt responses or coordinate with others. (e.g., Explains processes, solves routine issues, gathers info) - Moderate Complexity

### External Customer Interactions

- Communicate with vendors or external partners.

## KNOWLEDGE & SKILLS

### Knowledge (Business & Management, Operations & Technology, Services, and Safety & Legal)

- **Basic**
  - Computers/IT: Electronic equipment and computer hardware and software, including applications and programming.
- **Intermediate**
  - Administrative: Administrative and office procedures, functions, and basic office tasks.
  - Customer and Personal Service: Principles and processes for providing customer and personal services.

- Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- **Advanced**
  - Accounting skills and an understanding of governmental accounting.

#### **Skills (Basic, Process, Resource Management, Social, Systems, and Technical):**

- Constantly (More than 5.6 hours or 69% of the day): Time Management
- Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day): Reading Comprehension, Speaking, Writing, Active Listening, Critical Thinking, Learning Strategies, Monitoring, Coordination, Operation and Control
- Occasionally (1 to 2.5 hours or 32% of the day (12%-32% of my day): Persuasion, Complex Problem Solving, Judgment/Decision-Making, Installation
- Rarely: (Less than 1 hour or 12% of the day): Negotiation, Service Orientation, Social Perceptiveness, Systems Analysis, Systems Evaluation, Quality Control

### **PHYSICAL DEMANDS, PSYCHOLOGICAL DEMANDS, & WORKING ENVIRONMENT**

#### **Physical Demands**

- **Light Work:** Exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects. Even though the weight lifted may be only a negligible amount, a job/occupation is rated. Light Work when it requires: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight of the materials is negligible. Physical demand requirements are in excess of these for Sedentary Work.

#### **Physical Demands (Body Position, Physical Activities, and Sensory Abilities)**

- **Constantly (more than 5.6 hours or 69% of the day):** Finger Dexterity, Speaking with other individuals, Hearing in-person speech, Use near vision or see things 20 inches or less away
- Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day): Sitting, Walking, Hearing remote speech, Use far vision or clearly see and recognize things 20 feet or more away
- **Occasionally (Up to 2.5 hours or 32% of the day):** Standing
- **Seldom: (Less than 10 minutes or 2% of the day):** Climbing, Crouching, Carrying/Lifting, Pulling/Pushing, Reaching, Repetitive Motion

#### **Mental and Psychological Demands:**

- **Regular Exposure:** The job regularly involves managing multiple priorities, and deadline-driven tasks in moderately high-stakes environments. Occasional conflict resolution or handling of dissatisfied individuals may be required, but these situations are typically resolved with basic protocols. The impact on well-being is modest and short-term. Examples include administrative assistants, clerks with front-line duties, or staff managing routine customer concerns.

### **WORK ENVIRONMENT**

**Typical Noise Level: Moderate** – Similar to a business office or department store

**Safety**

- **Position requires Personal Protective Equipment (PPE):** No
- **Position is required to carry a weapon:** No

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed. My signature signifies that I have reviewed my position description and that I am aware of the contents and requirements of my position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 1/9/2026