

FAIRFIELD COUNTY, SOUTH CAROLINA**JOB TITLE: FISCAL TECHNICIAN
FINANCE DEPARTMENT****SPECIFIC STATEMENT OF JOB**

Under general supervision, performs routine to moderately complex clerical work in support of the Finance Department and Procurement Division. Work involves preparation of accounting documents for journal and budget entries. Tracks fixed and non-fixed assets of the County and records. Performs related work as required. Reports to the Comptroller.

ESSENTIAL JOB FUNCTIONS

Compiles and sorts documents, such as invoices and checks, substantiating business transactions.

Verifies, analyses and posts accounting data.

Computes and records charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items.

Maintains charts and graphs of recurring costs such as utilities to assist in identifying areas where correction or repair may be recognized.

Maintains fixed asset records including additions to and disposal of County assets. Tags and accounts for all fixed assets to enter into the fixed assets system. Ensures fixed assets are depreciated in accordance with County requirements.

Travels to remote parts of the County to account for fix assets.

Develops necessary forms to track deletions, transfers, and loan-outs of fixed asset items.

Maintains inventory of non-fixed asset items. Develops tracking method for non-fixed inventories.

Assists as liaison and backup to the Procurement Office. Enters purchase requisitions into computer purchasing system. Assists in maintaining accurate and up-to-date procurement and inventory records.

Seeks to secure quality goods and best price for the County. Ensures a constant flow of required items needed by the County.

Conducts monthly inventory on selected items; investigates and reports discrepancies in inventory records; adjusts inventory as necessary.

Issues identification tags for fixed assets.

Performs general clerical duties as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, greeting and assisting office visitors, answering the telephone, etc.

Receives and responds to employee inquiries and requests for assistance.

Receives and reviews various records and reports including packing tickets, purchase orders, bid documents, fixed asset list, invoices, checks, etc.

Prepares and/or processes tags, inventory report, order reports, purchase requisitions, issue/returns activity reports, etc.

Refers to policy and procedure manuals, computer manuals, vendor catalogs, etc.

Operates a variety of office equipment such as a computer, printer, fax machine, copier, calculator, telephone, typewriter.

Uses clerical and computer supplies.

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, other County employees, vendors / sales representatives, and the general public.

NON-ESSENTIAL JOB FUNCTIONS

Accompanies County staff to view available products; conducts inventory of items.

Performs related duties as required.

EDUCATION, EXPERIENCE AND CERTIFICATION REQUIREMENTS

Requires an Associate's degree from a technical school or two-year college and one to two years of related experience in accounting, business or inventory control, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must have a valid South Carolina driver's license.

ADA REQUISITES

Physical Requirements: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which involves some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds) and occasionally heavier weight (up to 50 pounds). Tasks may require extended periods of time at a keyboard or workstation. Outside work is required occasionally.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving direction and instruction from supervisor.

Language Ability: Requires ability to read a variety of policies and procedures, purchase requisitions, bid documents, vendor catalogs, inventory lists, etc. Requires the ability to prepare requisitions, inventory records, various other routine records and reports with proper format. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Requires the ability to learn and understand principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and vendors.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Requires the use of basic algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using specialized equipment and standard office machinery.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color. Specific vision abilities required by this job include peripheral vision.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Finance Department as they pertain to the performance of duties of the Accounting Technician. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has excellent administrative, clerical, organizational and customer service skills. Has knowledge of the principles and practices of government procurement and inventory control. Is able to maintain an inventory system of non-fixed and fixed assets. Has knowledge of modern office practices and equipment. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has knowledge of accounting techniques and basic algebra. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Knows how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Is skilled in applying a responsible attention to detail as necessary in preparing purchase requisitions, inventory records, and other routine records and reports. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine tasks. Has the ability to plan, organize and set priorities for daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Has the mathematical ability to handle required calculations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.