



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: FISCAL SPECIALIST

BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 0210

PAY RANGE CODE: [9.1 MC](#) REVISION DATE: 6/29/17

NATURE OF WORK:

This is para-professional work involving the performance of specialized duties relating to accounting, auditing, purchasing, payroll, or fiscal operations. Work includes calculating statistical data, balancing accounts, preparing cost accounting reports, supervising the processing of purchase orders, assisting in the preparation of monthly reports and participating in budget preparations. Work is performed with relative independence; however, general supervision is received from an assigned supervisor.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Compiles and computes statistical data, maintains cost accounting records, and prepares cost accounting/financial reports; participates in the preparation of the annual budget. May also assist in the closing of various funds at year end.

Receives, deposits, maintains, files, and records all monies received by the assigned area; receives and balances monthly bank statements for accounts.

Provides direction to and monitors the work of subordinate clerical staff.

Balances the payroll each pay period by posting adjustments to each division affected, adjusting totals overall, assigning check numbers for special deductions, and preparing journal entries to post deductions; calculates pay adjustments for retroactive pay, garnishments due the Court, and other adjustments.

Supervises and participates in the processing of renewals, requisitions, invoices, purchase orders, vouchers, and open orders for periodicals, materials and supplies; approves reimbursement of petty cash expenditures.

Coordinates the preparation and mailing of special assessments levied against property owners; researches addresses and verifies property legal descriptions.

Analyzes open order purchases, responds to requests from vendors for partial payments, resolves invoice discrepancies, maintains accurate vendor file records, researches commodity purchases

for statistical and bidding purposes, processes vendor requests to be placed on bid lists, and publishes and accepts bids.

Processes personnel transaction forms (i.e. new hires, promotions, transfers, terminations, and demotions) for city employees; verifies coding information, and updates and retrieves computer data.

Responds to questions regarding processes, procedures, ordinances, and other related issues specific to the assigned area.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of business, bookkeeping, and accounting skills, procedures, methods, and practices.

Knowledge of basic statistical concepts and methods.

Knowledge of business English, spelling, grammar, and punctuation.

Knowledge of existing work systems and requirements of the specified area.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Ability to make decisions on the basis of City rules and regulations.

Ability to operate standard office equipment.

Ability to organize, compile, and maintain accurate departmental records.

Ability to prepare clear, concise, and accurate reports.

Ability to perform basic mathematical computations to include addition, subtraction, multiplication, and division.

Ability to communicate in order to respond to questions from vendors, City employees, and the public.

Ability to view computer screens and printouts.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, procedures and guidelines.

Ability to adhere to safety policies, guidelines, and procedures.

Ability to sit 76 to 100% of the time; type 51 to 75% of the time, and reach, bend, stoop, squat, kneel, stand, walk, push, and pull up to 25% of the time.

Ability to move objects weighing up to ten (10) pounds up to 33% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in business administration, accounting, finance, or related field

OR

Two years of college level courses in business administration, accounting, finance, or related field and four (4) years of responsible experience in the accounting/financial area;

OR

Seven (7) years of responsible experience in the accounting/financial area.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Depending on the assigned division, work is performed in an office setting, an industrial building or at a library facility amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Copier

Telephone

Calculator

Previous Revision Date(s): 8/26/93
7/28/94
8/31/00
11/29/12
2/27/14
6/29/17

