



# Fiscal Support Technician

**J o b   D e s c r i p t i o n**

## JOB INFORMATION

Approved Date:	1/18/2024 6:43:56 PM
Working Title:	Fiscal Support Technician
Job Family:	Financial
Classification:	Fiscal Support Technician

## ORGANIZATION

Department:	Auditor
Cost Center/Program:	9165 - Auditor - Financial Services
Exemption Status:	Non Exempt
Union:	AFSCME 1308 - Courthouse

## JOB SUMMARY

The responsibilities of this classification include basic fiscal support duties such as reconciling accounts, performing accounts payable/receivable, payroll/timekeeping, standard cash handling, data entry of financial information, filing/maintaining related records and documents and may include some office support duties.

### Distinguishing Characteristics

This is the first level of a three-level Fiscal Support series. This position is distinguished from the Office Support series by typically performing additional duties requiring financial/accounting knowledge. This support position differs from the other classifications in the series by the necessity to perform a variety of fiscal support tasks versus predominantly financial analytical duties and/or supervisory responsibilities. The incumbents in this classification perform varied basic and routine fiscal support tasks and typically work under direct supervision.

Under the direction of the assigned supervisor, the incumbent performs responsible accounting and financial support duties and adheres to complex federal and state regulations, policies and procedures and numerous deadlines. Work may involve access to confidential information.

This is an entry level financial support position that involves routine fiscal support tasks and the processing of a large volume of accounts payable transactions using a Financial Management System under the direct supervision of the Financial Manager.

## JOB FUNCTIONS

### Essential Functions

Essential Function	% TIME
Audit expenditure and reimbursement requests to ensure proper compliance in accordance with federal (IRS and CFR), State (BARS, RCW, WAC) and local (Resolutions/Ordinance, Policies and Procedures, guidelines) for accuracy, spend category, appropriateness, and for fraud. Review contracts for compliance terms. Cancel and reissue warrants following procedures. Communicate and coordinate with departments, special purpose districts and external agencies to provide guidance and training and recommend solutions to resolve and reconcile supplier invoice problem areas and payment issues and ensure expenditure and reimbursement requests comply with Federal, State and local laws.	60%
Settle and print warrants disbursement and direct deposits using Workday Financial Management System, Automatic Clearing House (ACH) and Electronic Funds Transfer (EFT). Ensure accuracy and security by adhering to regulations, security protocol and procedures.	15%
Receive, index, verify and archive county contracts in accordance with RCW, KCC, County/Auditor policies and procedures and the State Archives CORE retention schedule.	20%

## Essential Functions

Essential Function	% TIME
Set up and maintain vendor files and accounts, including W-9's and 1099 reporting. Stays current with 1099 regulations and procedures to ensure vendor payments are properly and accurately reported at year end.	5%

## Required for All Jobs

<ul style="list-style-type: none"> <li>Performs other duties as assigned</li> </ul>
<ul style="list-style-type: none"> <li>Complies with all policies and standards</li> </ul>

This Job is Essential

## QUALIFICATIONS

Education			
Education Level	Education Details	Required/ Preferred	

## Work Experience

Experience	Experience Details	Required/ Preferred	
2 years	general fiscal/accounting experience.	Required	
2 years	of work experience in a fiscal office performing accounts payable, auditing, finance, or related field including use of a computerized financial system	Required	and
	Experience using Workday Financial Management, and with governmental accounting;	Preferred	or
	Government experience	Preferred	
	Workday experience	Preferred	
	Experience working in accounts payable in the last 3-5 years.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	1 - N/A: Does not operate County-owned vehicles.			

## Equivalency

Related education demonstrating required knowledge, skills, and abilities to perform the job may substitute for up to six months of experience.

## Knowledge, Skills and Abilities

KSAs
Appear for scheduled work and complete assigned tasks within a reasonable period of time.
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.
Maintain confidentiality and adhere to policy and procedures of the county and department.
Communicate effectively orally and in writing.
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.

KSAs	
Physically perform assigned duties and essential functions of the position.	
Knowledge of basic arithmetic	High
Knowledge of basic financial or accounting practices	High
Knowledge of proper English grammar, usage and spelling	High
Skill in learning office practices and procedures	High
Skill in operating office equipment	High
Skill in following clearly stated oral and written instructions or procedures	High
Skill in establishing and maintaining effective working relationships as required by work assignment.	High
Ability to review and verify accounting information	High
Ability to accept money and make change	Low
Ability to perform a variety of calculations for payroll, taxes and invoices	High
Must have ability to communicate and interact effectively with customers and coworkers, including junior taxing districts, vendors and others.	High
Must be able to work under constant pressure of meeting strict, daily, weekly and monthly deadlines as required by statutory regulations and policies and procedures	High
Must be able to accurately post and process a large volume of vouchers and invoices.	High

## Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:	
Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

## Remote Employment

Remote Employment Type:	
Remote Employment Text:	

## Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)		
Weight Bearing Standing		
Weight Bearing - Walking		
Walking on Uneven Terrain		
Running		
Jumping		
Climbing Ladder, stairs, stools	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	May periodically climb stairs

## Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Balancing	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/shelves
Bending at the waist		
Twisting at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/shelves
Stooping Slight bend at knees		
Squatting		

## Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Kneeling One or both knees		
Crawling On hands and knees		
Lying Down Back, side or stomach		

## Lifting/Carry/Push/Pull

### Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paperwork, and files
Lifting 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Lifting 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Lifting 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Lifting 50 + lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

### Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paperwork, and files

## Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Carry 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Carry 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

## Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	File drawers, office equipment, files
Pushing 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	File drawers, office equipment, files
Pushing 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pushing 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

## Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	File drawers, office equipment, files
Pulling 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	File drawers, office equipment, files
Pulling 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pulling 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

## Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Reaching Above shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	accessing files, office supplies, and equipment
Reaching at shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	accessing files, office supplies, and equipment
Reaching below shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	accessing files, office supplies, and equipment
Steering Equipment, Vehicles			

## Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed

## Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Fine Manipulation			
Keyboarding/Typing			
Simple Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, equipment, phone
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, equipment, phone
Hand Controls			
Repetitive Motion			

## Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Documents, computer screen, files may be color coded
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	supervisor's direction and phones if applicable
Speaking: Orally communicate information and ideas with comprehension	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	supervisor's direction and interaction with co-workers
Reading: Comprehend and retain the written word.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	documents, computer screen
Writing: Composing communications in writing		
Math: Compute a series of numeric variables, measurements		

## Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Exposure to Bloodborne Pathogens		
Work Outside	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Customer/Public Contact		
Work Inside	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Office environment
High Elevations	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Moving Objects	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Slippery Surface	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Wetness	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp.Humid/ Extremes	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

## Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Temp. Cold Temp	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Confined Spaces	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Special Clothing	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	semi-professional attire
Vibration	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Solvents	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Detergent	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Contact	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Vapors	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Dust or Particles	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	nuisance dust
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity		

## Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples

## Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed

## Other Requirements

## PRE-EMPLOYMENT EXAMS

## POST-EMPLOYMENT

## COMPENSATION

Annual Max:	\$0.00
Annual Min:	\$0.00
Hourly Max:	\$32.28
Hourly Min:	\$25.23