



# COUNTY OF NYE

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## CLASS TITLE: FINANCIAL ASSISTANT III

### BASIC FUNCTION:

Under general direction performs a variety of routine to moderately difficult fiscal, financial, payroll, and accounting office support to various County and local agency offices in either a centralized financial or departmental setting; may perform general office support duties including typing, word processing and filing. This is the top level within the Financial Assistant Series. incumbent is fully competent to perform a variety of responsible fiscal, accounting, fixed assets management and financial record keeping support duties including all of the duties of the financial assistant I & II.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Performs all of the functions of the financial assistant I & II.
2. Identify, tag and setup fixed assets on a continuous basis. Ensure the consistent handling of fixed assets in compliance with the approved threshold and criteria for fixed assets by monitoring a system of controls and procedures.
3. Conducts training as needed or directed to system users.
4. Assist in the troubleshooting of system problems and communicate to system users resulting solutions.
5. Review, enter, reconciles and maintain records for journal entries and budget adjustments to include source data as well as manual and computer-produced reports.
6. Responds to request for information.
7. Assists with the annual and period external and internal audits as directed.
8. As directed oversees and maintains system security and functionality in the county financial system; assists in the trouble shooting of system problems and communicates to system users resulting in solutions.
9. Review and post revenue transactions working with staff to troubleshoot errors during monthly reconciliation.
10. Assist as needed and directed to include but not limited to: account payable, payroll and accounts receivable processes.
11. Assists with special projects as needed.

### **Knowledge of:**

Business arithmetic; Correct business English, including spelling, grammar and punctuation; Techniques for dealing with the public, in person and over the telephone; Policies and procedures of the department to which assigned; Use of specified computer

applications involving word processing, data entry and/or standard report generation; financial record keeping and bookkeeping practices and techniques; Basic practices of reviewing financial documents for completeness and accuracy; Standard office practices and procedures, including filing and the operation of standard office equipment; Record keeping principles and practices; Basic computer applications related to the work.

**Ability to:**

Making accurate arithmetic calculations; Reviewing financial documents for completeness and accuracy; Understanding and following oral and written directions; Establishing and maintaining effective working relationships with those contacted in the course of the work; Communicate clearly verbally or in written form; Reviewing, posting, balancing and reconciling financial records; Maintaining accurate financial records and preparing accurate and timely reports; Operating standard office equipment; Working without close supervision in standard work situations; Organizing own work, setting priorities and meeting critical deadlines; Contributing effectively to the accomplishment of team or work unit goals, objectives and activities; Dealing successfully with the public, in person and over the telephone.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or equivalent to a G.E.D. or high school proficiency exam AND two (2) years of general clerical experience and at least two (2) years of financial OR accounting assistant experience directly related to public sector.

**LICENSES:**

Not applicable.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

May provide lead direction to Financial Assistants I / II.

**CONTACTS:**

Department head, accounting system users, department managers, elected officials, employees, software customer support, vendors, and general public.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment including use of standard office equipment, vision to read printed materials; hearing and speech to communicate in person or over the telephone.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Normal office environment.