



COUNTY OF NYE

CLASS TITLE: FINANCIAL ASSISTANT I

BASIC FUNCTION:

Provides a variety of routine 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 entry-level class of this financial office support series. Initially under close supervision, incumbents learn fiscal office and County procedures. As experience is gained, there is greater independence of action within established guidelines.

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

1. Matches invoices and other requests for payment with purchase order or contract documents.
2. Reviews, reconciles and prepares payment requests for non-purchase order expenditures (claim vouchers) such as utility and contract payments.
3. Ensures proper authorization and compliance with departmental and County policies and procedures assuring accurate coding, vendor identification and completeness of supporting documentation.
4. Inputs information to a computer system or manually prepares forms to produce payments.
5. Provides information and assistance to vendors and other county personnel regarding invoices and purchase orders.
6. Researches and assists with the resolution of problem invoices.
7. Performs vendor maintenance in the HTE system, including individual vendor 1099 reporting compliance.
8. Proofs the EAL (Expenditure Approval List), makes necessary changes and submits the listing for the Comptroller's and Treasurer's approval.
9. Compares preliminary check register to EAL, investigating and resolving discrepancies prior to processing vendor payments.
10. Performs a variety of general office support duties such as typing, proofreading, filing, answering the telephone and using standard office equipment.

Knowledge of:

Business arithmetic; Correct business English, including spelling, grammar and punctuation; Techniques for dealing with the public, in person and over the telephone; Departmental and County policies and ordinances; Basic office practices and procedures.

Ability to:

Make accurate arithmetic calculations; Review financial documents for completeness and accuracy; Understand and follow oral and written directions; Establish and maintain effective working relationships with those contacted in the course of the work; Communicate clearly verbally or in written form.

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 G.E.D. or high school proficiency exam AND one (1) year of general clerical experience. Experience in a financial setting is desirable.

LICENSES:

Not applicable.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

CONTACTS:

Department head, department managers, elected officials, employees, vendors & 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 and 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.