



COUNTY OF NYE

CLASS TITLE: FINANCIAL ASSISTANT II

BASIC FUNCTION:

Provides 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 journey level class of this series, fully competent to perform a variety of responsible fiscal, accounting and financial record keeping support duties including all of the duties of the financial assistant I. This position is characterized by the presence of clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances.

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.
2. Maintains accounting, financial and statistical records and prepares periodic or special reports.
3. Reviews vendors throughout the year for 1099 reporting compliance, generates the year end "1099 proof" list, assures the accuracy of the data making corrections as necessary and produces the final 1099 forms.
4. Audit budgets for all funds; assigns account numbers to budget line items, and inputs data to computer. Provides account analysis, budget to actual comparisons and account reconciliations, when required.
5. Contributes to the efficiency and effectiveness of the unit's accounting processes and work product by participating as an active member of a work team.
6. Creates and analyzes financial, payroll or required reports utilizing existing report writing software and excel reporting capabilities.
7. Researches, reconciles and resolves encumbrance discrepancies between the general ledger module and the purchasing module.
8. Troubleshoots a variety of problems including, but not limited to, resolving software issues with the software vendor, provides line support to vendors, other members of the department and county, elected officials and other local government agencies. Resolves those issues to the mutual satisfaction of all parties.
9. Performs other duties as needed and assist other members of the department.

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 one (1) year of financial OR accounting assistant experience.

LICENSES:

Not applicable.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

CONTACTS:

Department head, department managers, elected officials, employees, 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:

2 NCEA Grade 8
FLSA Status – Non Exempt

11/15/05
Reviewed 6/3/08
Reviewed / Re-Classified 01/11/21

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

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FLSA Status – Non Exempt

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