



# Senior Fiscal Services Specialist

Class Code:  
4983

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Established Date: May 1, 2015  
Revision Date: Aug 19, 2016

## SALARY RANGE

SEE SALARY SCHEDULE

## **JOB DESCRIPTION:**

### JOB DEFINITION

Under direction, Senior Fiscal Services Specialist (SFSS) is responsible for providing direction, training and work coordination to fiscal services staff; perform a variety of the most complex or specialized financial transactions in various fiscal units. The SFSS is responsible for, but not limited to: development of financial policies and procedures, providing technical expertise and analysis in the review of complex financial transactions, reconciliation of accounting reports, preparation of journals, advanced payroll analysis, coordination of procurement functions and processes, treasury and collections functions. Participate and coordinate revenue distribution processes and accounting of month-end close processes. Conduct financial audits and investigation of related financial data, verifies and ensures accuracy of financial and accounting data. Provide informational reports and conduct statistical data analysis. Interpret a variety of finance and accounting policies and procedures, work on fiscal related projects; fiscal audits and the provision of accounting resources.

### DISTINGUISHING FEATURES

The SFSS is the advanced journey-level in the Fiscal Services Specialist series. This class may act as the lead worker to a group of employees in the Finance Division and performs the more complex or specialized finance and budget accounting work. The SFSS is distinguished from the Fiscal Services Specialist in that the latter performs journey-level fiscal and budget work whereas the SFSS is responsible for larger and more complex divisional fiscal, budget and record-keeping programs and performs the full range of duties related to the finance, budget, periodic financial close cycles and reporting requirements.

## **EXAMPLES OF DUTIES:**

NOTE: The following are duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the

classification does not necessarily perform all the duties listed.

1. Serves as technical lead to a Senior Manager within the Finance Division in the performance of a variety of the most complex or specialized financial and statistical record keeping, accounting analysis and updating budget estimates of revenue and expenditures.
2. Review and analysis of accounting tasks performed by Fiscal Services Specialist involving auditing and investigation of finance related issues, reconciliation of general ledgers and subsidiary ledgers; cash receipt reports; revenue distribution, collection and treasury functions. Perform technical and analytical support in the preparation of expenditures and capital asset accounting
3. Assist the division with performing grant accounting activities which include processing: set up, reconciling and reimbursement reports in accordance with grant requirements.
4. Assist the division with analyzing, developing and implementing best practices that mitigate risk regarding cash handling and general ledger discrepancies from deposit receipts to the finance systems; analyzes and develops action plans to resolve cash handling and general ledger discrepancies.
5. Assist the division with fiscal audits evaluations and analysis to improve the efficiency and effectiveness of the finance systems and processes.
6. Assists division in performing vendor payments associated with multi-year contracts and memorandum of understanding with other government agencies including calculating the encumbered balances of purchase orders and contract orders to ensure that funds are available for payment.
7. Responsible for court procurement and contracting work, procurement of material services, equipment and supplies, maintenance of vendor product information, negotiate, prepare and administer contracts, review and renewal of purchase orders.
8. Plan, organize, coordinate and manage the activities of the Court's payroll function; perform other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education:**

Possession of a Bachelor's degree in accounting or other related field that includes general and governmental accounting.

And

### **Experience:**

The equivalent to two (2) years of full-time increasingly responsible professional financial, accounting or auditing experience. This experience will have a focus on budgeting and financial analysis, or other administrative experience which includes performing the most complex or specialized financial transactions.

**Substitution:**

Additional qualifying work experience as described above may substitute for the required education on a year-for-year basis. One year (2000 hours) of additional qualifying work experience will be considered equivalent to 30 semester unit/45 quarter units.

**KNOWLEDGE AND ABILITIES:**

*Knowledge of* general accepted accounting practices, development of financial policies and procedures; trial court financial policies and procedures; modern business office practices and procedures; working knowledge of computer spreadsheet and word processing applications.

*Ability to* assign, schedule, train, and review the work of others; perform accurate mathematical calculations; establish effective working relationships with division and non-division staff; prepare and analyze financial reports; apply accounting principles; perform tasks in the various computer software required for financial transactions; and communicate effectively both orally and in writing.