# Fiscal Specialist IV

**Grade: 6**

**FLSA: Non-Exempt**

**Date: 08/20**

**Job Summary:** Performs a wide variety of tasks to support department fiscal operations; performs other duties as assigned.

**Essential Functions:**

1. May:

* prepare accounts receivables covering rents, loan payments and mortgages;
* Monitor tasks performed by other staff including checking bills, statements, vouchers, receipts, and reports;
* prepare transcripts;
* review journals and complex subsidy accounts, and monitors bank receipts and receivables;
* assist with planning, forecasting, formulating, and overseeing budgets while assessing current and anticipated needs and costs and consulting with office staff on availability of funds;
* implement cash receipts and disbursement transactions afflicting with checking and savings accounts;
* reconcile ledgers and uses financial information, prepares various monthly, quarterly, and year-end financial reports for county, state and federal government agencies;
* assist in preparation of budget requests and compute salary and other accounting information;
* copy; prepare envelopes and mail orders;
* research and complete financial forms and charts;
* assist in the preparation of grant proposals, modifications, renewals and special requests;
* implement separate accounting systems for fiscal operations;
* generate data for preparation of trial balances, general ledgers and maintain various double entry records;

2. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Expert knowledge of department practices and procedures;
4. Knowledge of fundamental accounting principles;
5. Ability to operate office equipment – copier, fax machines, multiple phone lines;
6. Ability to prioritize and multitask; ability to follow through with assigned tasks;
7. Ability to supervise, train, and monitor subordinate staff;
8. Ability to keep accurate records;
9. Ability to operate relevant computer systems, including hardware and software,

 and simple office machines;

**Education and Experience:**

1. Associate’s degree;
2. Three years or more of job related experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee Date