

Fiscal Clerk

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the classification.

Nature of Work

The position performs responsible clerical duties in connection with the maintenance of financial and related records involving the knowledge and application of bookkeeping principles and practices.

Duties and Responsibilities:

- Research historical records.
- Pay bills
- Maintain retirement benefits information and annuity contribution records.
- Separate paychecks and stuff into envelopes
- Answer telephones.

Knowledge of:

- ◆ The principles and practices of bookkeeping and a reasonable speed and accuracy in making complex tabulations and mathematical computations.
- ◆ Familiarity with the uses of standard office equipment.
- ◆ Standard office methods and procedures.
- ◆ Relevant computer software (including but not limited to Word, Excel).
- ◆ All Employee Benefits.

Ability to:

- ◆ Maintain confidentiality.
- ◆ Record transaction in books of original entry and to post to ledger accounts from receipt, disbursement, expense and appropriation records according to established account classification.
- ◆ Draw trial balances and prepare simple reports, schedules and summaries.
- ◆ Maintain current personnel records, prepare payroll adjustments
- ◆ Prepare requisition and vouchers.
- ◆ Examine and verify requisitions, payments, purchase orders, invoices, travel statements, payrolls, transmittal sheets, check registers, and checks.
- ◆ Maintain files of requisition, purchase orders, and other related records.
- ◆ Provide clerical assistance to a superior in the preparation of the annual budget requests and in the maintenance of accounts.
- ◆ Maintain records of cash receipts and disbursements and to make report thereon.
- ◆ Make routine audits of employer reports of employment, wages and taxes.
- ◆ Understand and carry out both oral and written directions.
- ◆ Operate adding machines.
- ◆ Explain all employee benefits.

Minimum Education, Certification, and Training / Experience

- ❖ Must be of good character.
- ❖ Must possess a high school diploma or general equivalency diploma (GED).
- ❖ Must pass the current Chariho District Fiscal Clerk's Test.