

Fiscal Technician
Pay Band: \$31,000-\$43,000

Position Definition:

This position is responsible for accounting and support services under the general supervision of the Finance Director. The uniform accounting code and accounting system must be followed in order to complete tasks. Instructions to the employee are general and the employee must routinely use independent judgment when performing tasks. The employee must occasionally consider different courses of action. There is an expectation of knowledge of Town operations and applicable computer software programs with the ability to apply some degree of interpretation, composition and adaptation.

Examples of Work:

- Collects utility bills, automobile license fees, current and delinquent taxes, cemetery fees, business license fees, utility installations fees, etc., prepares and issues appropriate receipts, maintains records of monies received.
- Prepares daily cash report, assists in making bank deposits, prepares, and maintains records on receipts and other accounts.
- Compiles routine to moderate difficult statistical data.
- Prepares detailed, complex clerical reports requiring subject matter knowledge of department operations.
- Communicates with the public and employees of other departments on matters requiring the interpretation of department policies and regulations.
- Assists with preparing water bills on computer. Includes preparation of meter books and maintenance of billing records and final bills. Requires running of detailed report and review of same.
- Deal respectfully with citizen complaints, effectively answer their questions, and refer them to the appropriate department or person.
- Balances all receipts and tax collections daily.
- Performs other tasks required for financial operations.
- Performs other tasks as assigned by the supervisor.

Qualifications:

Education and Experience:

- Graduation from a standard high school including or supplemented by courses in bookkeeping principles and practices.
- Experience in clerical accounting work.

Knowledge, Skills and Abilities:

- Knowledge of basic principles and methods of bookkeeping.

- Knowledge of current office practices, procedures, and equipment.
- Knowledge of the application of basic bookkeeping principles applied to routine transactions.
- Knowledge of the overall Town operations.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Applications of accounting principles.
- Ability to keep written ledgers manually.