

CITY OF CHATTANOOGA
Classification Specification Title: Fiscal Technician

Department: Multiple

Pay Grade: GS.06

Supervision Received From: Dir. Finance, Facilities & Fleet & Finance Manager

FLSA Status: Non-Exempt

Established: 6/29/07

Supervisory Responsibility For: None

Revision Dates: 4/2/25;

12/5/24; 10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing bookkeeping, budgetary and purchasing tasks. Works under limited supervision.

SERIES LEVEL:

The Fiscal Technician is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Prepares, balances and records a variety of reports, purchase orders, vouchers, deposits and/or documents.

Enters a variety of fiscally related information into applicable databases; verifies the accuracy of information.

Prepares, updates and maintains a variety of correspondence, billings, payroll information, service requests, records and files.

Reviews, processes and routes a variety of payments, forms, applications and statements ensuring completeness and accuracy.

Prepares, compiles, reviews, tracks and monitors a variety of information, reports and documents for internal and external use, ensuring proper signatures, budget codes, deductions, totals, disbursements and related information.

Assists customers and employees with requests for information over the phone and in person.

Computes bills, records payments and prepares payroll records and information. Performs a variety of transactions including accounts receivables, accounts payable, billings, revenue and fee collection, deposits, cash sales and/or other related items, purchasing card statements, transaction ledgers, purchasing, and related fiscal areas; monitors and facilitates purchases for projects, functions, programs and/or other related areas for fiscal compliance.

Prepares a variety of financial documents, forms and related items for processing which may include vouchers, requisitions, purchase requests, blanket orders and/or other related items.

Reviews, recommends and implements changes to standard operating procedures and policies related to fiscal activities and processes.

Participates in designing, creating and implementing budgeting, forecasting, financial and operational reporting systems.

Coordinates tracking of asset and inventory management activities for the assigned area of responsibility.

Provides administrative support which includes preparing and proofing reports, forms and correspondence; updating internal manuals; monitoring the accuracy and implementation of applicable website and related updates; making travel arrangements; maintaining calendars; overseeing and maintaining office filing system and records; prescreening mail; answering and monitoring phones; taking and transmitting messages and/or performing other related duties.

Prepares for staff, Board and/or Commission meetings and/or special events which includes preparing meeting agendas and packets; publicizing meetings; recording meeting activities; transcribing and disseminating meeting minutes; scheduling; preparing and disseminating invitations, meeting announcements, legal ads and public notices; coordinating and assembling applicable materials; setting up rooms; ordering meals and snacks; receiving attendance confirmations and/or performing other related activities.

Processes voucher payments, journal vouchers, correction vouchers, personnel transaction forms, divisional movements and related documents.

Generates documentation required to requisition and process payments for equipment, materials and services and forwards to appropriate internal departments for processing.

Assists in the analysis of financial records and provides information for budgeting processes; prepares reports summarizing actual versus budgeted line item data; creates and maintains related spreadsheets and reports for tracking budget activities.

Participates in/on a variety of meetings, committees and/or other related groups in order to receive and convey information.

Serves as a liaison between assigned department and applicable internal departments, vendors, external agencies and/or other interested parties.

Maintains all library supply inventories, and ensures adequate levels to facilitate efficient operations.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School Diploma or GED and one (1) year of related experience, or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

Knowledge of modern office equipment; modern office procedures; bookkeeping principles and practices; basic accounting principles; basic budgeting principles; basic mathematical concepts and customer service principles.

Skill in providing customer service; keyboarding; using a computer and related software applications; performing bookkeeping activities; monitoring fiscal accounts; maintaining records; preparing business correspondence; operating modern office equipment and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 40 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.