

Florida State Courts System Class Specification

Class Title: Fiscal Assistant

Class Code: 6601

[Pay Grade 11](#)

General Description

The essential function of the position within the organization is to provide fiscal and clerical support. The position is responsible for fiscal and clerical tasks of responsibility. The position works under general supervision according to procedures; decides how to complete tasks.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Performs accounting processes, such as updating the general ledger, processing and auditing invoices and payments, processing accounts receivable and adjustments, keying checks for bills, reconciling accounts, or updating spreadsheets.

Audits travel/mileage reimbursement vouchers and reviews, audits and submits travel advances.

Mails out expense warrants, maintains pending vouchers, and ensures submission of vouchers as designated; files paid vouchers.

Processes purchase requisitions; matches requisitions to invoices and packing slips, and ensures correct, timely payment of invoices; enters data into log and onto spreadsheets; calls to check on payment status for vendors.

Resolves discrepancies and issues with personnel, vendors and others regarding account balances and payments, unapplied cash or credits and other accounting inquiries.

Assembles new contracts; prepares paperwork to send to designated departments or agencies.

Assists with end-of-year activities, such as reconciling paperwork and closing logs, preparing old year files for storage, and preparing for the new fiscal year.

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Answers departmental telephones; provides information, directs callers to appropriate personnel or department, or takes and relays messages.

Performs routine office tasks such as stamping, processing and distributing mail; maintaining file/record systems; performing data entry; or creating invoice e-forms.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies, and formats data or information.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Speaks with or signals to people to convey or exchange information.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents; may use basic algebra calculating variables and formulas.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

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Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with minor impact - affects only those in immediate work area.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing, spreadsheets or custom accounting applications.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Two years of college or vocational school education in accounting, bookkeeping or a closely related field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

One year of related experience.

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Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None