

**CLASS TITLE:****FISCAL CLERK**

Class Code: 02453200

Pay Grade: 14A

EO: F

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform responsible clerical duties in connection with the maintenance of financial and related records of a state agency involving the knowledge and application of bookkeeping principles and practices; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior; work is reviewed in process and upon completion.

**SUPERVISION EXERCISED:** As required, may supervise the work of a small group of clerical workers.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To record transactions in books of original entry and to post to ledger accounts from receipt; disbursement, expense and appropriation records according to established account classifications.

To draw trial balances and prepare simple reports, schedules and summaries.

To reconcile agency's records with those of the Division of Accounts and Control in order to assure complete agreement of records of disbursements receipts, outstanding orders and balances.

To maintain current personnel records, prepare payroll adjustments and keep appropriation accounts.

To keep inventory of office equipment and supplies and to be responsible for the maintenance of adequate stocks.

To be responsible for petty cash funds.

To prepare requisitions and vouchers.

To examine and verify requisitions, payments, purchase orders, invoices, travel statements, payrolls transmittal sheets, check registers and checks.

To maintain files of requisitions purchases orders, utility orders and other related records.

To provide clerical assistance to a superior in the preparation of the annual budget requests of the agency and in the maintenance of accounts.

To maintain records of cash receipts and disbursements and to make reports thereon.

To make routine audits of employer reports of employment, wages and taxes.

As required, to supervise the work of a small group of clerical workers engaged in record keeping and other routine clerical functions in the agency.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles and practices of bookkeeping and a reasonable speed and accuracy in making complex tabulations and arithmetical computations; a working knowledge of standard office methods and procedures; a familiarity with the uses of standard office equipment; the ability to understand and carry out both oral and written directions; the ability to operate adding and calculating machines; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a senior high school, including or supplemented by courses in bookkeeping and office practice; and

**Experience:** Such as may have been gained through: employment as a bookkeeper.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: May 4, 1980

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