# Fiscal Technician

**Grade: 8**

**FLSA: Exempt**

## Date: 01/18

**Job Summary:** Provides senior level fiscal support and supervisory function to assigned department; operates and maintains appropriate technology to meet reporting requirements; performs other duties as assigned.

**Essential Functions:**

1. Supervise office workflow and staff to accomplish the office daily, monthly, and annual requirements.
2. Operates and maintains appropriate technology to meet reporting requirements;
3. Analyzes procedures and makes recommendations to improve departmental operations;
4. Designs and administers appropriate database records;
5. Assists and trains other users with computer programs;
6. Collects all taxes, penalties and fees and inputs data into tax program;
7. Balances daily collections and prepares reports;
8. Disburses collections, distributions and refunds as necessary;
9. Reviews deeds and other documents for accuracy prior to recordation;
10. Updates taxpayer information as needed;
11. Computes tax obligations and generates/mails billing statements to taxpayers; makes adjustments as needed;
12. Follows up on delinquent accounts including generating bills as needed and prepares for annual tax sale;
13. Develops and maintains complex computer reports as necessary to meet departmental goals;
14. Preparation of annual budget including assessment of current and anticipated needs and costs and consulting with office staff on availability of funds;
15. Performs legal research and analysis and applies to factual statements presented by constituents.
16. Reviews journals and complex accounts;
17. Reconciles ledgers and uses financial information to prepare various monthly, quarterly, and year-end financial reports for county, state and federal government agencies;
18. Performs general clerical duties including copying, faxing, filing, archiving records, answering phones, and preparing mailings;
19. Researches and completes financial forms and charts;
20. Generates data for preparation of trial balances, general ledgers and various double entry records;
21. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Expert knowledge of department practices and procedures;
4. Working knowledge of relevant laws and ability to apply them appropriately;
5. Knowledge of generally accepted accounting principles and practices;
6. Ability to operate office equipment – copier, fax machines, multiple phone lines;
7. Ability to prioritize and multitask;
8. Ability to keep accurate records;
9. Knowledge of principles, practices, techniques and applications of database management;

Ability to effectively utilize appropriate technology, including County administrative software

and the County’s financial accounting systems;

1. Ability to effectively utilize appropriate technology, including County administrative software and the County’s financial accounting systems.
2. Ability to operate relevant computer systems, including hardware and software.

**Education and Experience:**

1. Associate’s degree;
2. Three years or more of job related experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date