

Metropolitan King County Council

Classification Specification



Position: Fiscal Specialist	FLSA: Hourly, overtime eligible
Department: Council Administration	Salary Grade: 20
Council Approved: 07/05/17	Revised: 02/12/2025

Summary

The Fiscal Specialist performs technical or specialized financial, accounting and/or fiscal services including organizing, coding and maintaining data sources for contacts, budgets, payroll, and legal documents; researching and summarizing specialized or technical information; and receiving and disbursing funds.

Distinguishing Career Features

The Fiscal Specialist demonstrates knowledge of generally accepted accounting practices and provides a variety of ongoing fiscal support to administration, business, and legislative staff.

Essential Duties and Responsibilities

- Prepare financial, statistical, and year-end reports.
- Receive, process, and prepare accounts receivable statements and accounts payable payments.
- Reconcile and compile reports and financial statements on a recurring basis to show statistics such as cash receipts, accounts payable and receivable.
- Review disbursement information for correctness and compliance with documentation.
- Verify and reconcile documentation of merchandise and services received against claims, invoices, purchase orders, and packing slips.
- Research, analyze, resolve, and assist others with accounting transactions and adjustments.
- Provide support to the budget development process and other financial management activities for Council budgets by developing worksheets; compile periodic reports of financial activity.
- Manipulate data management systems to produce custom, recurring reports, requiring a working knowledge of the relationships of financial data.
- Provide administrative support to projects and special assignments that require getting information and cooperation from other departments and vendors.
- Identify and assist staff with implementation of appropriate purchasing and payment methods.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

Required Knowledge and Skill

- Working knowledge of the principles, practices, and terminology of financial and statistical recordkeeping and accounting data entry practices
- In-depth knowledge of governmental and fund accounting procedures for cash, accounts payable, accounts receivable, and disbursements
- Working knowledge of computer-aided accounting systems to setup accounts, enter accounting transactions, and extract detail and summary information
- Working knowledge of financial statements and accounting performance (variance) reports
- Working knowledge and skill in using computers and common computer-aided desktop productivity software
- Working writing skills to prepare basic business correspondence, accounting instructions, and account footnotes
- Working math skills to compute totals, extensions, portions, ratios, quotients, and percentages
- Skill in working with a variety of individuals from diverse backgrounds

Required Ability

- Learn and apply accounting rules and procedures, sales and use tax requirements and schedules, and procedures for electronic transfer of accounting information
- Research, compile, analyze, and interpret accounting data
- Maintain accurate and retrievable files, records, audit trails and trace transactions to original entries
- Perform accounting and general math computations quickly and accurately
- Organize and prioritize work to meet deadlines and timetables
- Consistent attendance and punctuality
- Work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the Council and its services

Education and Experience

The position typically requires an associate's degree or equivalent business school certificate and 2 years' experience in a production oriented record keeping capacity. Additional experience in a legislative environment and/or working with elected officials may substitute for some higher education.