

MARYLAND ENVIRONMENTAL SERVICE JOB DESCRIPTION

Job Title: Fiscal Associate II

FLSA Status/Grade: Non-exempt / 03

Group: Finance

POSITION SUMMARY

Responsible for performing various clerical, fiscal and administrative duties in the finance department, including accounts payable, billing, collections, processing payroll and general accounting functions.

ESSENTIAL FUNCTIONS

Assists in processing payroll including time entry, issuing checks and direct deposits, payment of taxes and other deductions, payroll accounts reconciliation and payroll set-up.

Assists in processing accounts payable including entering invoices, issuing checks, reconciling vendor accounts and responding to A/P related inquiries.

Assists in billing process, which includes project set-up, preparing invoices, providing supporting documents, entering cash receipts and responding to customer inquiries.

Runs payroll, accounts payable and billing reports.

Analyzes and resolves discrepancies in payroll, accounts payable and billing accounts.

Scans payroll, accounts payable and billing documents in LaserFische as required.

Prepares various accounting reports and schedules.

OTHER RESPONSIBILITIES

Provides assistance to payroll, accounts payable and accounts receivable supervisors as necessary.

Performs other work related duties as assigned.

SUPERVISORY REQUIREMENTS

This job has no supervisory responsibilities.

EDUCATION, EXPERIENCE

Graduation from a standard high school or GED plus 3 years of accounting experience, one year of which includes working with computerized accounting systems.

Note: Applicants may substitute one year of college level accounting or finance courses for one year of required experience.

KNOWLEDGE, SKILLS AND ABILITIES

Experienced with use of automated accounting systems.

Ability to pass standard physical exam.

Must possess strong verbal, written and interpersonal skills.

Ability to organize and prioritize work and to follow oral and written instructions.

LICENSES, CERTIFICATIONS

None

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk and hear. Also uses hands and arms to handle, reach and finger. Extensive use of computers is required for this job.

Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet.