



THE STATE BAR OF CALIFORNIA

OFFICE OF HUMAN RESOURCES

845 SOUTH FIGUEROA STREET, LOS ANGELES, CA 90017-2515 (213) 765-1100 • 180 HOWARD STREET, SAN FRANCISCO, CA 94105-1639 (415) 538-2351

FISCAL SERVICES SPECIALIST

Office: Finance
Status: Non-Exempt – General Unit
Grade: 6

ORGANIZATIONAL RELATIONSHIPS

Reports to: Finance Manager
Supervises: None

DEFINITION

The Fiscal Services Specialist (FSS) is responsible for performing a variety of finance and budgeting functions and transactions including but not limited to preparing, processing, analyzing, interpreting, reconciling, maintaining, and verifying the correctness of a variety of finance and budgeting data, records and reports related to accounts payable, accounts receivable, disbursement, member billing, collection, budgeting, and financial reporting activities. The FSS also responds to inquiries from State Bar members, employees and outside agencies, including vendors and tax authorities. FSS also provides support for other accounting and administrative functions within the Office of Finance.

MAJOR DUTIES & RESPONSIBILITIES

1. Handling full cycle of accounts payable activities including audit and verify the accuracy, correctness and proper approval of vendor invoices and payment requests, vendor account and purchase order reconciliation.
2. Processing accounts payable entries include purchase order matching, vouchering, GL account coding, batching, data processing and filing.
3. Reviewing and reconciling accounts payable batches, payment reports, check registers, vendor sub-ledger and control accounts, identify and resolve discrepancies.
4. Handling full cycle of accounts receivable and member billing/collection activities including membership fee payment processing, petty cash and other billing functions related to tenant and advertising incomes.
5. Preparing and processing bank deposits, daily cash receipt summary and journal vouchers.
6. Reviewing and reconciling member billing records, daily bank deposit, accounts receivable aging reports, credit card and ACH deposits, customer sub-ledger and accounts receivable control accounts for accuracy and completeness.
7. Assisting with other administrative functions related to lock box system, member penalty notification, discipline cost payments, client security fund application reimbursement,

FISCAL SERVICES SPECIALIST

Finance

Supreme Court order, fee arbitration, member resignation and disbarment, post charges and generates revised fee statements for State Bar members.

8. Maintaining vendor and customer master address books, W-9 and authorization forms.
9. Assisting with annual budgeting, fiscal month-end and year-end close and annual filing of 1099-Misc. reporting.
10. Assisting with quarterly financial reporting and reconciliation processes.
11. Assisting with system upgrade and user testing process.
12. Providing responsive, high quality response to State Bar members, employees, outside vendors and agencies by providing accurate, complete and up-to-date payment information, in a courteous, efficient and timely manner.
13. Performing general administrative duties including filing, mail distribution and record retention.
14. May perform other similar administrative or related duties, which may not be specifically included within this position description, but which are consistent with the general level of the job and the responsibilities described.

KNOWLEDGE & SKILLS

1. Basic accounting and bookkeeping principles, practices and procedures
2. Knowledge of computer information systems, including database record keeping systems, report generation (Access), word processing, spreadsheet, and presentation software, preferred experience with PeopleSoft/JD Edwards.
3. Office principles and procedures, including basic techniques of organizing data and filing
4. Telephone, electronic calculator and 10-key by touch, office and online etiquette
5. Problem solving and analytical skills
6. Exercise appropriate judgment in answering questions and releasing information
7. Effective communication skill, both orally and in writing
8. High sense of integrity and commitment to customer service
9. Knowledge of the State Bar Act and the rules and regulations as they relate to State Bar membership and other accounting functions

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent and
2. Minimum two (2) years post-secondary education and
3. Minimum two (2) years relevant experience in general ledger, billing, accounts payable, accounts receivable, banking, data entry and customer service, or
4. Minimum three (3) years directly relevant experience in general accounting including equivalent work experience in a position which requires performance of tasks similar to the major duties and responsibilities of the position and
5. Accomplished computer skills with basic knowledge of J.D. Edwards/Oracle System and Microsoft Office; i.e. Microsoft Excel, Word, etc.
6. Successful completion of the State Bar validated standard tests for the position.

Revised January 2016