

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafés, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton, Mono City, Lee Vining, and Chalfant.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra, enjoy working where you vacation. An outstanding opportunity exists in the beautiful Eastern Sierra.

TO APPLY

Application materials should be returned to:

County of Mono, HR
P.O. Box 696, Bridgeport, CA 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411

Email: hr@mono.ca.gov

www.monocounty.ca.gov

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

COUNTY OF MONO



INVITES APPLICATIONS FOR

FISCAL AND TECHNICAL SPECIALIST I, II, III

**First Review of application:
08/16/2019 Open until filled**

SALARY:
I \$17.45/Hourly
II \$19.26/Hourly
III \$21.26/Hourly

Equal Employment Opportunity Employer

THE POSITION

This position is a full-time position in the Finance Department. Under general supervision, will perform a variety of transaction processing and reporting functions. Will perform a variety of account analysis, document processing and technical record keeping. Will be trained to have a substantial working knowledge of the policies, procedures and special requirements of the department. Will be required to update and maintain records and information in computerized systems and databases.

Example of Duties:

1. Keep a variety of financial, statistical, and other specialized records. Operate personal computer using Microsoft Word, Excel, Outlook, and other proprietary software systems.
2. Maintain contract database and verify compliance by matching purchases against payments.
3. Audit and process vendor payments.
4. Compile data for State reporting. (Examples: Realignment reporting, 10% restitution, unclaimed property)
5. Various State and IRS reporting such as 592, 1099, vendor W9, and sales tax.

Knowledge of:

- Knowledge of financial record keeping, document acceptance and processing requirements, and information system operation.
- Understanding of the policies, laws, rules, and regulations impacting the department functions.
- Professional phone and reception etiquette.
- Good public relations techniques.
- Proficient with Microsoft Word and Excel.
- Familiarity with transaction processing.
- Good organizational skills.
- Correct English usage, spelling, grammar, and punctuation.
- Problem solving and decision making techniques.
- Good math skills.

QUALIFICATIONS

Ability to:

- Perform a wide variety of specialized technical program services or fiscal support for County functions.
- Proficiency in a variety of computerized spreadsheet, word processing, and database software.
- Gather, organize, and summarize data and information.
- Read, interpret, and apply a variety of rules, regulations, and policies related to department functions.
- Deal tactfully and courteously with the public and other staff when explaining functions, requirements, and policies.
- Take direction but be self-motivated on assigned tasks and projects.
- Maintain a variety of specialized records, post and update information to keep records current.
- Constantly demonstrate corporative behavior with coworkers, supervisors, and customers.
- Work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Make mathematical calculations quickly and accurately.

Minimum Qualifications: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be 1 to 3 years' experience performing financial, statistical, assessment role, treasury support, tax collection support, or other document processing and recording work comparable to the Fiscal and Technical Specialist series with Mono County.

THE EXAM PROCESS

Application Process: The information provided on both the County Job Application and in the oral interview process will be used to identify those candidates best meeting the County's needs. Resumes are not accepted in lieu of fully completing and submitting the County job application.

A written test to assess Excel skills and basic accounting principles will also be part of the selection process.

Candidate placement into a Fiscal and Technical Specialist level I, II, or III is dependent upon the candidate's knowledge and experience.



Photo: © Greg Newbry