



City of North Charleston Vacancy Notice

Position: Fiscal Support Specialist

Department: Cultural Arts

Pay Grade: 107 (\$43,157 - \$65,867)

GENERAL STATEMENT OF POSITION

Under the direction of the Cultural Arts Director, plans, coordinates and implements the department's requisition, payroll process and other personnel related matters, and provides clerical assistance to department supervisors and staff to produce arts programs, activities, and events. Also serves as the department's volunteer coordinator. Performs related work as required. *Full job description attached.

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a high school diploma or GED equivalent supplemented by three to five years of experience in bookkeeping and payroll or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Or any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

Posted: 10/16/2024

Deadline: Until Filled

Finisha I Bennett, SHRM-SCP, MA, MJ
Deputy Director – Human Resources

City of North Charleston
South Carolina

An Equal Opportunity Employer

Job Title:	FISCAL SUPPORT SPECIALIST		Job Code:	010
Core Comp Group	ADMINISTRATIVE		FLSA:	NON-EXEMPT
Pay Grade:	107			
Effective Date	10/15/2024	Revision A: Risk	D. Henderson 10/16/24	
Revision B:		Revision C:		
FOR DEPARTMENTAL/OFFICE USE ONLY				
Dept.	Cultural Arts		Dept. #	710
Location:	City Hall		EM Status:	
Reports To:	Director of Cultural Arts			

Summary Objective

Under the direction of the Cultural Arts Director, plans, coordinates and implements the department's requisition, payroll process and other personnel related matters, and provides clerical assistance to department supervisors and staff to produce arts programs, activities, and events. Also serves as the department's volunteer coordinator. Performs related work as required.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Maintains efficient and effective office operations while always providing professional and courteous customer service.
- Assists supervisor in preparing bid documents for goods and services and related contracts, agreements, and purchase orders.
- Obtains quotes for goods and services.
- Establishes and maintains positive working relationships with vendors; communicates with vendors to expedite orders and resolve billing / shipping discrepancies.
- Receives and responds to related department program participant inquiries.
- Maintains accurate and complete requisition, risk management and payroll records.
- Provides training and limited supervision of volunteers and keeps accurate volunteer logs.
- Performs routine to complex clerical work as required, including entering computer data, copying, scanning, and filing documents, answering the telephone, ordering office supplies, distributing a variety of documents which may include confidential reports, and researches and compiles data as needed for reports for managerial decision making.
- Prepares contracts, purchase orders, spreadsheets, reports, bid documents, proposals, memos, correspondence, etc. Oversees the proper retention and disposal of department files.
- Refers to policy and procedure manuals, computer manuals, vendor catalogs, directories, codes and ordinances, budgets, etc.
- Calculates, collects, receipts, records and deposits various fees and other payments. Monitors budget expenditures, processes accounts, and maintains the department's petty cash fund. Prepares and documents monthly purchasing card reports.
- Operates a vehicle and a variety of equipment such as a computer, printer, copier, calculator, telephone, paper shredder.
- Uses clerical and computer supplies.

- Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, other City employees, vendors / sales representatives, contracted artists and performers, and the general public.
- May be designated to report to work nights, weekends and during hazardous weather or emergency conditions.
- Performs related work as may be required.

Knowledge, Skills and Abilities

- Knowledgeable of the methods, procedures and policies of the Department as they pertain to the performance of duties of the Fiscal Support Specialist.
- Knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledgeable of the organization of the City and of related departments and agencies.
- Ability to comprehend, interpret and apply regulations, procedures and related information.
- Knowledgeable of the principles and practices of government procurement and inventory control.
- Knowledgeable of modern office practices and equipment.
- Knowledgeable of basic mathematics.
- Ability to type accurately at a rate sufficient for the successful performance of assigned duties.
- Knowledgeable on how to operate and maintain a variety of office equipment as necessary in the performance of daily activities.
- Skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence.
- Ability to read and interpret various materials pertaining to the responsibilities of the job.
- Ability to offer training and assistance to fellow employees as necessary.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to handle required mathematical calculations.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

Minimum Education and Experience Requirements

Requires a high school diploma or GED equivalent supplemented by three to five years of experience in bookkeeping and payroll or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Or any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Tasks require the ability to exert light physical effort in light work, but which may involve the lifting, carrying, pushing and/or pulling of objects or materials of light weight. Tasks may require extended periods of time at a keyboard or workstation.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None

Special Certifications and Licenses

- Valid South Carolina Driver's License

Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.