

## SAN ANDREAS REGIONAL CENTER POSITION OPENING NOTICE

**POSITION TITLE:** Fiscal Assistant III

**NUMBER OF OPENING:** One

**POSITION NUMBER:** 20

**LOCATION:** Campbell

**SALARY RANGE:** \$2468 - \$2998 Monthly

Regular       Full-Time       Temporary       Part-time

---

**QUALIFICATIONS:** An employee in this classification must have training and experience equivalent to completion of the twelfth grade with three years of experience in book keeping or reviewing financial or statistical records.

**SPECIAL SKILLS AND KNOWLEDGE:** This position requires knowledge of the methods of record keeping and filing and the knowledge of practices and terminology used in financial and statistical clerical work; ability to reason logically and accurately and to make arithmetical computations; must be able to follow complex instructions and establish practices and procedures; must be able to operate a 10-key adding machine by touch and to meet and deal tactfully with the public; must know general goals of developmental disabilities programs and the resources which may be used to verify or obtain financial and social information; must know types of financial services available to San Andreas Regional Center Consumers.

**POSITION DESCRIPTION:** While maintaining good public relations with the community and implementing the goals of the Agency, this position is to handle complex accounting and clerical tasks in the Fiscal Department using independent judgment and initiative in keeping or reviewing Agency, financial or statistical records. Prepares and checks payrolls and invoices; prepares financial or statistical records requiring the use of independent judgment; accounts for calls received; posts checks; files bills, vouchers, documents and other material; makes arithmetical calculations and checks various statistical reports; posts subsidiary and general information used to determine the parents' qualifications for parental reimbursement or the client's eligibility for SSI, Veteran's Benefits, CHAMPUS, Medi-Cal or private insurance payments; obtains information from the case file, counselor and direct parent contact; performs all required clerical duties and processing of applications for reimbursement; assists in preparing accounting or statistical reports; prepares bank deposits and reconciles bank statements; prepares and verifies computer input and output; may enter data directly or indirectly to the Agency computer; and may act for the department supervisor.

**DATE POSTED:** December 15, 2008

**Deadline:** Until Filled

**Send Resume To:** Mary duTrieuille  
Director of Human Resources  
P. O. Box 50002  
San Jose, CA 95150-0002  
Fax (408) 379-9038 or E-Mail: [samarydu@sarc.org](mailto:samarydu@sarc.org)