

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV33006
Job Class Code:	001	Salary Schedule:	AREG
EEO Category:	06	Grade:	11
Workers Comp Code:	8803		

Job Code Established:	12/20/84	Effective Date:	12/20/84
Job Code Revised:	01/21/97	Effective Date:	

JOB CODE SERIES: Revenue Series

JOB CODE TITLE: REVENUE CONTROL FISCAL SERVICE TECHNICIAN I

HRIS TITLE: REVENUE CTRL FIS SVC TECH I

CHARACTERISTICS OF THE CLASS: Works under general supervision. Has the authority to reject incomplete and incorrect documents. Maintains a cash receipt and control function for a designated State agency; receives cash, checks, other forms of remittance and related source documents; reviews for complete information and accuracy of computations; operates an electronic cash receipts and cash balances; prepares daily deposits; posts and balances receivable ledgers; reconciles computer printouts; verifies, types and issues refund claims; computes penalties and interests; compiles and types fiscal and financial reports. Work product consists of revenue recorded and deposited daily; cash receipt reports; accounting ledgers balanced. Responsible for the accuracy and timeliness of work products; the security of cash receipts.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Receives and accounts for monies of specified amounts; compares monies tendered to amount due as shown on billings, invoices, other related source documents, or applicable fee schedule; issues hand written or mechanically produced receipts. Operates an electronic cash register to record revenue receipts, encode documents, endorse checks, issue receipts and produce cash receipt reports; applies appropriate codes when entering transactions to register. Examines fiscal related source documents to assure that all necessary information is complete and accurate. Reconciles daily cash summaries received from finance and the agency's data processing unit. Codes data in preparation for data processing input. Adds daily (or periodically) money receipts, and balances (compares) cash or known figures, for verification. Posts or records current fiscal, budgetary, or billing data in order to update existing records for work system.

Gathers and compiles data into statistical information to meet requirements of periodic or other reports, according to established procedures. Sorts and packages monies; types or writes deposit forms for bank and pay-in vouchers for the state treasurer's office; records and transmits deposits on a daily (or periodic) basis. Assigns identifying number to documents or applications; enters the number on appropriate forms and papers. Verifies, identifies and records (balances, reconciles) rejected warrants, returned checks, errors and other corrections. Prepares documents for corrective action. Calculates accumulated charges and fees on delinquent or late-paying accounts. Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Performs related work as required.

WORK CONDITIONS: Restriction to desk area; long periods of concentration on details.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: laws, rules and regulations related to the work system; policies and procedures established for the work unit; the operation of office machines; agency's accounting and data processing systems as they related to the recording of cash receipts; cash deposit procedures established by the State Treasurer's Office; accounting methods and techniques.

Skill/Ability to: apply laws, rules, regulations, policies and procedures related to the work unit; handling cash receipts in an accurate and efficient manner; operating a programmable electronic cash register and 10-key calculator; reviewing documents for necessary information and accuracy of computations; applying transaction codes established for the work system; basic accounting methods and techniques; applying arithmetic computation methods; interpersonal relations as they relate to the work unit.