CLASSIFICATION SPECIFICATION

FLSA:	**NEXP**	**Job Code:**	**ACV33007**
Job Class Code:	**001**	**Salary Schedule:**	**AREG**
EEO Category:	**06**	**Grade:**	**13**
Workers Comp Code:	**8803**		
Job Code Established:	**12/20/84**	**Effective Date:**	**12/20/84**
Job Code Revised:	**08/19/98**	**Effective Date:**	

JOB CODE SERIES: Revenue Series

JOB CODE TITLE: REVENUE CONTROL FISCAL SERVICES TECHNICIAN II

HRIS TITLE: REVENUE CTRL FIS SVCS TECH II

CHARACTERISTICS OF THE CLASS: Works under general direction of a unit manager exercising discretion and independent judgment within policies and procedures established for the work system. Has the authority to reject incomplete and incorrect documents; to recommend personnel actions. Supervises and performs the more complex work activities related to the receipt and control of cash receipts received in payment of Worker's Compensation Insurance premiums or Unemployment Insurance Employer Contributions; reviews reports to assure adherence to laws, rules and regulations and that required information is complete, accurate, and in proper format; determines proper accounts for deposit; reconciles cash receipts and cash balances; prepares daily deposits; compiles reports. Work product consists of a functioning work unit; revenue recorded and deposited daily; cash receipt reports; sources documents verified and ready for entry into the accounting system by data processing. Responsible for effective supervision and operation of the work unit; the quality, accuracy and timely completion of a step in the work process upon which other significant steps depend for their effectiveness; 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. Analyzes and evaluates work procedures, methods, and rules for a work unit; makes determinations and established these in practice. Instructs, guides and counsels subordinate-level workers; evaluates work and formulates plans for improvement. Makes preliminary estimates of daily cash receipts for investment purposes. Examines and verifies fiscal transactions (example: worker's compensation insurance premium reports, unemployment insurance quarterly employer contribution and wage reports) to assure completeness and accuracy, that all applicable credits are properly applied and that amount due compares with amount tendered. Adds daily (or periodically) money receipts, and balances (compares) cash or known figures, for verification. Calculates accumulated charges and fees on delinquent or late-paying accounts. Codes data in preparation for data processing input. Periodically transmits records of money received to accounting section for bookkeeping and audit.
Reconciles daily cash summaries received from finance and the agency's data processing unit. 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 State Treasurer's Office; records and transmits deposit on a daily (or periodic) basis. Routes various documents to prescribed destinations for completion or further processing. Resolves problems and questions presented by subordinate workers regarding work methods and processes. Devises a schedule of work or itinerary, agenda, or timetable for subordinates on a daily or weekly basis, within a work unit. Performs related work as required.

WORK CONDITIONS: Intense concentration or details over extended period of time with strong pressures for deadlines or work completion.

KNOWLEDGE, SKILLS AND ABILITIES:

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

Skill/Ability to: work leadership; applying laws, rules, regulations, policies and procedures related to the work system; handling cash receipts in an accurate and efficient manner; reviewing documents for necessary information and accuracy of computations; operating a ten key calculator; applying arithmetic computation methods; interpersonal relations as they related to the work unit.