

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV76201
Job Class Code:	001	Salary Schedule:	ASRRFISCA
EEO Category:	02	Grade:	15
Workers Comp Code:	8810		

Job Code Established:	06/14/82	Effective Date:	06/14/82
Job Code Revised:	10/01/98	Effective Date:	

JOB CODE SERIES: Fiscal Service Series

JOB CODE TITLE: FISCAL SERVICES SPECIALIST I

HRIS TITLE: FIS SVCS SPCT I

WORK DESCRIPTION: Responsible for maintaining a fiscal services system for a small segment of an agency's fiscal management section in which preparing, verifying, analyzing and/or interpreting financial statements and reports are required, and exercises discretion and independent judgment within the agency's established work system. Applies and exercises accounting principles and practices within government accounting. May prepare or assist in budget preparation. May supervise or act in a lead position over subordinate clerical and technical personnel.

WORK ACTIVITIES: examines and verifies such fiscal transactions as billing and invoices, payments, and payroll, by compiling and spot checking figures by thorough examination in comparison with validated records.

Verifies forms, lists, columns, or aggregations of figures, noting discrepancies and rechecking own work for errors.

Verifies, updates and maintains ledger accounts for all transactions, including vouchers, transfers, requisitions, budget revisions on an ongoing basis.

Makes journal entries to and revises agency accounts such as, budget revisions, transfer of funds, carry-over and encumbrances. Posts or records current fiscal, budgetary or billing data in order to update existing records for work system. Verifies, updates and maintains accounts receivable schedule. This requires controlling the sending out of billings, receiving money in payment, subtracting payment for original billings, and determining balance to be collected. Gathers and prepares data and documents for a variety of financial reports such as, cash flow report and balance sheet, which requires the application of accounting principles and practices and independent judgment.

Posts or records current fiscal, budgetary or billing data in order to update existing records or work system. Inspects and examines various fiscal documents such as, funded documents, budget sheets, cash receipts and disbursements to assure completeness and accuracy. Corrects distribution codes and sequence numbers as required.

Assigns codes to vouchers to signify budget number, distribution of accounts, fund codes, transfers, expenditure corrections and other factors, as specified in instructions.

Reviews and verifies for accuracy, timeliness and proper preparation fiscal documents such as, budget revisions, transfers, vouchers, encumbrances, distribution codes and sequence numbers.

Reviews, monitors and controls amounts expended from the budget(s) to assure that expenditures do not exceed funds available. Reports problems to administrator or department head.

Maintains accounts payable to schedule by comparing original billing and payments made to date to assure that proper credit is made to the work system.

Composes correspondence dealing with subject matter in standard or established ways, but allowing for some discretion in treatment; may type the correspondence.

Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

SUPERVISION: Works under general supervision.

WORK RESULTS/PRODUCTS: Records of financial data pertaining to specific assignments within the fiscal management section; prepares reports and financial statements as assigned.

RESPONSIBILITY: Timely entry and verification of financial data to provide records and reports in a systematic manner; accuracy and quality of work products.

AUTHORITY: May have signature authority for expenditures in absence of supervisor. To exercise discretion and independent judgment within the agency's established work system.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Knowledge of the principles, concepts, and techniques of government accounting and fiscal management, in order to prepare, modify, analyze or interpret statements of financial condition; the rules and regulations established for the work system or agency; the methods and techniques of data processing as it relates to accounting practices; supervisory techniques as it relates to the assignment; office methods, procedures and equipment.

Skill/Ability to: analyze and interpretation of financial data; work techniques required in maintaining accounting records through automated accounting systems; applying accounting principles and practices; effectively communicating orally and in writing, especially concerning accounting procedures, practices and methodology.

SPECIAL SELECTION FACTORS: Completion of 12 semester hours of accounting; OR one year professional level accounting experience