

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV76203</b>
<b>Job Class Code:</b>	<b>001</b>	<b>Salary Schedule:</b>	<b>ASRRFISCA</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>17</b>
<b>Workers Comp Code:</b>	<b>8810</b>		

<b>Job Code Established:</b>	<b>06/14/82</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/94</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Fiscal Services Specialist Series

**JOB CODE TITLE:** FISCAL SERVICES SPECIALIST III

**HRIS TITLE:** FIS SVCS SPCT III

**WORK DESCRIPTION:** Maintains a fiscal services system for an accounting unit or a technically significant segment of an agency's fiscal management section; frequently supervises one or more Fiscal Services Specialists or Accounting Clerks.

**WORK ACTIVITIES:** directs, instructs, explains and counsels subordinate workers in carrying out a variety of tasks.

Reviews work products or achievements of subordinate workers; evaluates work and formulates plans for improvement.

Devises a schedule of work or itinerary, agenda or timetable, for subordinates on a daily or weekly basis, within a work unit.

Resolves problems and questions presented by subordinate workers regarding work methods and processes.

Makes entries to and revisions of agency accounts. (example: budget revisions, transfers of funds, carry-over and encumbrances).

Reviews fiscal documents (budget revisions, transfers, vouchers, encumbrances) and verifies for accuracy, timeliness and proper preparation (correct distribution code, sequence numbers).

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

Gathers data, documents and writes a periodic cash flow report and balance sheet.

Controls resident personal fund accounts in institution; monitors and approves or disapproves expenditures; makes periodic reports.

Gathers and compiles data and writes detailed reports summarizing financial transactions and status of accounts for a given period.

Composes correspondence dealing with subject matter in ways that call for considerable discretion and involve some judgment or negotiation, replying to inquiries, presenting and requesting information.

Writes reports summarizing data based on statistical compilation, interpretation, analysis and presentation.

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.

Performs related work as required.

**WORK CONDITIONS:** No unusual work conditions.

**SUPERVISION:** No established standards for this class.

**WORK RESULTS/PRODUCTS:** Records of financial activities of a business section, accounting unit or segment of an accounting system; collections of data for budget purposes; reports and financial statements for agency use.

**RESPONSIBILITY:** Effective supervision of work unit; timeliness, accuracy and quality of work products.

**AUTHORITY:** Signature authority for expenditures; adjustments to budget; disbursement of revolving fund.

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** the principles, concepts, practices, methods and techniques of government accounting and fiscal management; the rules and regulations established for the work system or agency; the methods and techniques of data processing as it relates to accounting practices.

**Skill/Ability to:** work management and work leadership; analysis and interpretation of financial data; work techniques required in maintaining accounting records through automated accounting systems; oral and written communications.

**SPECIAL SELECTION FACTORS:** One year governmental accounting experience equivalent to a Fiscal Services Specialist II; OR completion of at least 12 semester hours of accounting from an accredited college or university and two years professional level accounting experience in business or industry. A Bachelor's degree with a major in accounting from an accredited college or university may substitute for one year of the accounting experience in business or industry.