

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV76204
Job Class Code:	001	Salary Schedule:	AREG
EEO Category:	02	Grade:	18
Workers Comp Code:	8810		

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

JOB CODE SERIES: Fiscal Services Specialist Series

JOB CODE TITLE: FISCAL SERVICES SPECIALIST IV

HRIS TITLE: FIS SVCS SPCT IV

WORK DESCRIPTION: Maintains a fiscal services system for a major or technically complex segment of an agency's fiscal management section; ordinarily supervises Fiscal Services Specialists or Accounting Clerks.

WORK ACTIVITIES: devises a schedule of work or itinerary, agenda or timetable, for subordinates on a daily or weekly basis, within a work unit.

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

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).

Directs, instructs, explains and counsels subordinate workers in carrying out a variety of tasks.

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

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

Maintains accounts receivable scheduled. This requires controlling the sending out of billings, receiving money in payment, subtracting payment for original billings, and determining balance to be collected.

Monitors flow of matching funds from the federal government to assure proper ratio of state and federal expenditures.

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

Gathers and compiles data for adjustments to the rates charged by a public hospital.

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.

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.

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

Confers with and advises staff members of own agency or work system, applying knowledge and skills of own technical specialty.

Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

SUPERVISION: No established standards for this class.

WORK RESULTS/PRODUCTS: Annual financial report for Auditor General; records of employer contribution to a retirement system; records of Federal funds disbursement; records of unemployment insurance trust funds.

RESPONSIBILITY: Timely transfer of funds to clearing account; timely submittal of documents; proper identification of employee contributions; timely forecasting of funds; timeliness, accuracy and quality of work products.

AUTHORITY: Authorization of fund transfers; collection of employee contributions through audit; approval of fund expenditures.

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 III; OR completion of at least 12 semester hours of accounting from an accredited college or university and three 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.