

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV76205
Job Class Code:	001	Salary Schedule:	AREG
EEO Category:	02	Grade:	19
Workers Comp Code:	8810		

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

JOB CODE SERIES: Fiscal Services Specialist Series

JOB CODE TITLE: FISCAL SERVICES SPECIALIST V

HRIS TITLE: FIS SVCS SPCT V

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

WORK ACTIVITIES: resolves problems and questions presented by subordinate workers regarding work methods and processes. Analyzes and evaluates work procedures, methods and rules for a work unit; makes determinations and establishes these in practice.

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

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

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

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

Codes and submits budget information for an automated budget system.

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

Reviews and analyzes computerized accounting and payroll records for cost distribution and budget control.

Monitors data systems projects to determine schedule for billing users.

Calculates depreciation of data systems equipment.

Attends supervisory or work system management staff meetings; gives and receives information, participates in problem-solving and decision-making.

Compiles information for and writes periodic reports on activities of a work unit.

Utilizes automated data processing system for fiscal control of property inventory, input data includes information on capital assets, amortization, depreciation and fund distribution of cost.

Confers with superior, who is at level of division manager or field office manager, presenting and resolving difficult problems and questions, in some instances dealing with supervisory or unit policy problems, planning actions and making decisions.

Writes detailed reports summarizing activities, transactions or production covering a specified period of time or marking the completion of a project or activity.

Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

SUPERVISION: No established standards for this class.

WORK RESULTS/PRODUCTS: Revenue collected from user agencies for data processing services; computerized records of agency accounting system; operation of accounting unit.

RESPONSIBILITY: Timely billing for data processing services; timely input of fiscal data to automated system; effective supervision and operation of work unit.

AUTHORITY: Decision-making authority in absence of Fiscal Control Manager; recommendations of changes to automated systems

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.