

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV76206
Job Class Code:	001	Salary Schedule:	ASRRFISCA
EEO Category:	05	Grade:	14
Workers Comp Code:	8810		

Job Code Established:	01/13/95	Effective Date:	
Job Code Revised:	10/01/98	Effective Date:	

JOB CODE SERIES: Fiscal Services Series

JOB CODE TITLE: FISCAL SERVICES TECHNICIAN

HRIS TITLE: FIS SVCS TECH

WORK DESCRIPTION: Responsible for maintaining a portion of an automated fiscal services system including preparing, analyzing, interpreting and reconciling information from the system; applies governmental accounting principles; advises on technical issues; prepares a variety of fiscal summaries and reports; may train; may assist in the budget preparation; may act as a lead position over subordinate clerical and technical personnel.

WORK ACTIVITIES: examines, compares and reconciles fiscal data generated by automated accounting and/or payroll system(s).

Prepares and reviews fiscal documents (budget revisions, transfers, vouchers, encumbrances, payroll documents, bank statements) for accuracy and correct account coding.

Reviews, monitors and controls segments of fiscal accounting/payroll system to ensure accurate processing.

Communicates work products to other state agencies.

Instructs, guides and counsels subordinate workers in carrying out a variety of tasks.

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

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.

Monitors and audits fiscal transactions for compliance with federal and state regulations, contract or grant requirements, procurement procedures, and approves disbursement of funds.

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

Trains workers in various agencies on-the-job to perform tasks that will become part of everyday work routine.

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.

Confers with superior, presenting and resolving difficult problems or questions, proposing plans and actions to be taken, making decisions.

Performs related work as required.

WORK CONDITIONS: Work requires a high degree of accuracy and independent thought with a focus on problem solving. May entail frequent use of an automated system. No other unusual work conditions.

SUPERVISION: Works under general supervision.

WORK RESULTS/PRODUCTS: Accurate and timely records of financial data pertaining to specific assignments; technical advice provided in written and/or oral reports, problems resolved; accurate and timely input to the budget preparation process; trained subordinates.

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

AUTHORITY: To initiate, maintain, and correct accounting transactions; to interpret statutes, policies and regulations; to exercise independent judgment within the agency's work system.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Governmental accounting principles, practices and procedures in order to maintain a portion of an automated fiscal services system; Federal and State laws, statutes and regulations pertinent to area of assignment; The State's Automated Financial Information System (AFIS II) and/or Human Resources Management System (HRMS); Methods and techniques of data processing as it relates to accounting practices; Office methods, procedures and related accounting equipment.

Skill/Ability to: Analyze and interpret of financial information; Problem solving; The appropriate use of an automated accounting and/or payroll system; The application of governmental accounting principles; Oral and/or written communication related to accounting procedures; Interpersonal relations.