

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV76211
Job Class Code:	001	Salary Schedule:	ASRRFISCA
EEO Category:	02	Grade:	19
Workers Comp Code:	8810		

Job Code Established:	06/14/82	Effective Date:	
Job Code Revised:	01/01/97	Effective Date:	

JOB CODE SERIES: Fiscal Services Series

JOB CODE TITLE: FISCAL SERVICES UNIT SUPERVISOR

HRIS TITLE: FIS SVCS UNIT SPV

WORK DESCRIPTION: Supervises and participates in the activities of a discrete fiscal services unit within an agency's fiscal management system.

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

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

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

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

Confers with personnel of other agencies in order to plan and carry out joint actions or activities to achieve work system objectives.

Devises, or participates in the design of, an implementation schedule for establishment of a data system, or program.

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

Designs forms for use in work processes.

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

Composes periodic reports to federal government (or to other funding organizations) on progress of funded grant programs.

Checks for invalid input data in a system by a video edit correction process.

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

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.

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: Functioning work unit covering various fiscal activities including accounts receivable, investment accounting, cashiering, general ledgers, Federal-aid funding and receivables, claims, reconciliations and completed financial statements.

RESPONSIBILITY: Effective supervision and operation of the work unit; timely completion of all fiscal data and reports; accuracy and quality of work products.

AUTHORITY: Decisions on work procedures and practices; setting of priorities within work unit; signature authority on processed claims.

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; Federal rules and regulations governing Federal grants; the methods and techniques of data processing as it relates to accounting practices.

Skill/Ability to: work leadership and management; analysis and interpretation of financial data; oral and written communications; interpersonal relationships as applied to interaction with State government officials and individuals associated with the agency.

SPECIAL SELECTION FACTORS: One year of 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 of 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.