

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV76212
Job Class Code:	001	Salary Schedule:	AREG
EEO Category:	02	Grade:	21
Workers Comp Code:	8810		

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

JOB CODE SERIES: Fiscal Service Series

JOB CODE TITLE: FISCAL SERVICES UNIT MANAGER

HRIS TITLE: FIS SVCS UNIT MGR

WORK DESCRIPTION: Manages, through subordinate supervisory personnel, a specialized fiscal services unit within an agency's fiscal management system.

WORK ACTIVITIES: directs, instructs and counsels subordinate personnel who are supervisors, section managers or highly skilled technicians carrying out tasks, requiring considerable judgment or creative effort.

Resolves problems and questions presented by subordinate staff regarding work processes, policies, organization or methods.

Establishes and maintains work standards, procedures, methods and rules for a large unit or division of the work system.

Attends work unit staff meetings as chairman; directs discussion, explains, listens, guides problem-solving processes, resolves conflicts; participates and leads in decision-making.

Confers with superior, who is at level of agency head or head of major administrative or operational division, concerning work of work system; gives information and advice; receives instruction and guidance.

Attends meetings of managers or administrators of divisions and other major units, under chair leadership of agency director or head of major division, program or work system; gives and receives information, participates in discussion, problem resolution and decision-making.

Adapts fiscal system to meet federal requirements or to integrate with federal practices for ease of operation.

Participates in the development of the annual budget request for own agency or work system, and takes responsibility for budget of major division or program; reviews drafts, makes adjustments and decisions.

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

Visits and inspects work in progress; instructs, directs, and advises subordinate supervisors and others as necessary.

Plans for better use of material and personnel resources in an administrative or operating division or large field office or operation; examines materials, confers with superiors and staff; analyzes, evaluates and makes determinations.

Devises a timetable, schedule or agenda for achievement of work objectives, completion of projects or development of changes in work processes.

Reads, examines and reviews reports prepared by subordinate supervisors, consultants or specialists; makes corrections, adjustments, raises questions; routes back to writer or approves for routing to destination.

Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

SUPERVISION: No established standards for this class.

WORK RESULTS/PRODUCTS: Functioning specialized accounting systems capable of producing records and reports of specific Federal programs (or of insurance benefits and investments).

RESPONSIBILITY: Effective supervision and operation of the work unit; timely reports for agency management and Federal requirements; accuracy and quality of work products.

AUTHORITY: Plans and schedules unit operation, reporting relationships and work methods; decisions on work procedures and practices; signature authority in many procedures.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: the principles, concepts, practices, methods and techniques of government accounting and fiscal management; the rules and regulations governing the work system or agency; Federal rules and regulations as applied to Federally-funded grants; 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 and accounting systems; oral and written communication; interpersonal relationships as applied to interaction with State government officials and individuals associated with the agency and related organizations; directing work techniques required in utilizing complex data processing systems.

SPECIAL SELECTION FACTORS: One year governmental accounting experience equivalent to a Fiscal Services Unit Supervisor, a Fiscal Services Specialist IV or V, Fiscal Services Officer I or II; OR completion of at least twelve semester hours of accounting from an accredited college or university and two years experience in the supervision of a staff of professional accountants 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 supervisory experience in business or industry.