

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV76215</b>
<b>Job Class Code:</b>	<b>001</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>01</b>	<b>Grade:</b>	<b>20</b>
<b>Workers Comp Code:</b>	<b>8810</b>		

<b>Job Code Established:</b>	<b>06/14/82</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Fiscal Services Series

**JOB CODE TITLE:** FISCAL SERVICES MANAGER I

**HRIS TITLE:** FIS SVCS MGR I

**WORK DESCRIPTION:** Manages the fiscal services system for a moderate-sized State agency or a specialized segment of a division within a large agency.

**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.

Inspects completed work of subordinate staff members or work sections by on-site inspection.

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.

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.

Reads and analyzes agency budget requests; gathers data, confers with agency personnel; makes recommendations.

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

Allocates appropriated funds to agency cost centers.

Composes directives and procedures as these relate to financial activities of the agency.

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

Supervises the gathering of financial and statistical data and compiling of information for use in special reports.

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

May controls resident personal fund account in institution; monitors and approves or disapproves expenditures; makes periodic reports.

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

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.

**WORK CONDITIONS:** No unusual work conditions

**WORK RESULTS/PRODUCTS:** Fiscal records and reports on all financial activities of the agency or segment of the division including purchasing, billings, contracts, collections and deposits of revenue.

**RESPONSIBILITY:** Integrity of the fiscal services system; effective management and operation of the work system; accuracy and quality of all work products.

**AUTHORITY:** Decisions on modification of fiscal control system; signature authority on specified expenditures, decisions on work procedures and practices.

### **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 applies to accounting practices; the processes of State government, including legislative processes, and administrative prerogatives and responsibilities.

**Skill in:** work leadership and work management; 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; direction of work techniques required in maintaining accounting records through automated accounting systems.

**SPECIAL SELECTION FACTORS:** One year of governmental accounting experience equivalent to a Fiscal Services Specialist IV or V, Fiscal Services Officer I or Fiscal Services Unit Supervisor; 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.