

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV76216</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>21</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 II

**HRIS TITLE:** FIS SVCS MGR II

**WORK DESCRIPTION:** Manages a fiscal services system for a revenue-generating or revenue-controlling agency or a segment of a division controlling fiscal operations of an educational system.

**WORK ACTIVITIES:** Develops, revises and adjusts a fiscal control system serving a work system; examines data, analyzes needs; recommends and implements changes accordingly. Establishes and maintains work standards, procedures, methods and rules for a large unit or division of the work system. Resolves problems and questions presented by subordinate staff regarding work processes, policies, organization or methods. Writes policy and operating procedures for division or section of work system or agency, subject to guidelines and regulations set forth by superior, and by laws and regulations. Visits and inspects work in progress; instructs, directs, and advises subordinate supervisors and others as necessary. Gathers data, documents and writes a periodic cash flow report and balance sheet. Gathers and compiles data and writes detailed reports summarizing financial transactions and status of accounts for a given period. Maintains all capital equipment records, depreciation write-offs and dispositions; audits capital equipment inventory. 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. Writes reports summarizing data based on statistical compilation, interpretation, analysis and presentation. 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. Composes correspondence dealing with subject matter in ways that call for considerable discretion and involve some judgment or negotiation, replying to inquiries, presenting and requesting information. Attends supervisory or work system management staff meetings; gives and receives information, participates in problem-solving and decision-making. Performs related work as required.

**WORK RESULTS/PRODUCTS:** Financial records and reports of all revenue collected and invested by the agency; records of agency expenditures and special-programs accounting

**RESPONSIBILITY:** Integrity of the fiscal services system; effective management and operation of the work system; accountability for the security of financial records; accuracy and quality of work products.

**AUTHORITY:** Transfer of funds to custodial bank; final approval of payments to vendors; transfer of retirement funds to investment funds.

### **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/Ability to:** 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 Manager I, 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 three 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.