

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV76217
Job Class Code:	001	Salary Schedule:	AREG
EEO Category:	01	Grade:	22
Workers Comp Code:	8810		

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

JOB CODE SERIES: Fiscal Services Series

JOB CODE TITLE: FISCAL SERVICES MANAGER III

HRIS TITLE: FIS SVCS MGR III

WORK DESCRIPTION: Manages, through subordinate personnel, a fiscal services system for a large State agency.

WORK ACTIVITIES: Develops, revises and adjusts a fiscal control system serving a work system; examines data, analyzes needs; recommends needs and implements changes accordingly. Directs, instructs and counsels subordinate personnel who are supervisors, section managers or highly skilled technicians carrying out tasks requiring considerable judgment or creative effort. Visits and inspects work in progress; instructs, directs, and advises subordinate supervisors and others as necessary. Resolves problems and questions presented by subordinate staff regarding work processes, policies, organization or methods. 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. Gathers and compiles data and writes detailed reports summarizing financial transactions and status of accounts for a given period. Devises, or participates in the design of, an implementation schedule for establishment of a data system, or program. Attends meetings of supervisors and major unit heads as chair leader. Directs discussion from agenda; explains, listens, discusses, participates in problem resolution and decision-making. Confers with legislators and answers questions regarding agency budgets and budget requests. Utilizes automated data processing system for fiscal control of property inventory, input data includes information on capital assets, amortization, depreciation and fund distribution of cost. Monitors flow of matching funds from the federal government to assure proper ratio of state and federal expenditures. Confers with agency officials, staff members and representatives of other agencies to acquire information needed for immediate determinations or decisions. Confers with and advises staff members of own agency or work system, applying knowledge and skills of own technical specialty. Reads, examines, 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: An agency-wide fiscal management system that provides control and documentation of all agency financial activity; accounting procedures and policies that are in conformance with State statutes; budgetary reports and financial statements provided to management and the legislature.

RESPONSIBILITY: Effective management and operation of the work system; quality and integrity of work products.

AUTHORITY: Control of expenditures, transfer of funds, payment of claims, billing for Federal projects.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: the principles, concepts, practices, methods and techniques of government accounting and fiscal management; the rules and regulations governing Federal Aid programs as it pertains to the work system or agency; 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: planning, organization and management of a large staff of workers and supervisory personnel; oral and written communication; analysis and interpretation of financial data and accounting system sinter personal relationships as applied to interaction with State and Federal government officials and individuals associated with the agency and related organizations.

SPECIAL SELECTION FACTORS: Two years 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 four 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.