



## **JOB FAMILY CONCEPT**

This family consists of four levels of Fiscal work – entry level through advanced technical support and supervision. Levels are distinguished based on the complexity and scope of responsibilities, the degree of specialization, and the degree of independent functioning. This job family is distinguished from the Fiscal Professional family by the primary responsibility for performing technical fiscal tasks. The fiscal technician job family addresses responsibility for the following functions:

- Data Entry
- Account review and reconciliation
- Maintenance and reporting of financial data
- Processing transactions for payment

Incumbents may perform one or more of these functions in support of a wide range of equivalent fiscal technician activities.

This family provides technical assistance for many fiscal functions. This job family covers several areas of fiscal expertise including:

- General accounting operations
- Accounts receivable and payable
- Budget preparation and maintenance
- Grants & Contracts
- Payroll
- Travel
- Cashiering

## **TYPICAL FUNCTIONS**

***[Note: A single position may involve one or more of the functions listed, and may include functions not listed.]***

- Compute, reconcile, adjust, review, audit and enter financial and statistical data to maintain accounting, budgeting, cashiering, purchasing, travel, payroll records, and reports
- Enter data for fiscal activities
- Review and maintain accounts
- Correct and reconcile accounts
- Perform recharge center functions
- Purchasing
- Set up accounts
- Gathers and compiles data for reports



- Make comparisons, run totals and projections for budget requests
- Use financial records and supporting documentation to compile financial information, budget status reports, and special purpose reports
- Maintain payroll records; reconcile and adjust payroll reports
- Prepare or assist in preparation of fiscal statements and reports
- Review deliveries or material and equipment; review and audit invoices; input invoices for payment
- Perform cash analyst functions at the institutional level
- Maintain student account records; record payments and bill past due accounts
- Maintain records, enter changes, compile and issue periodic reports for special funds, grants/contracts, student aid programs, payroll, purchasing, accounts payable, accounts receivable, travel, or other accounting activities
- Perform budget tracking and preparation including: provide current and historical data; compare account balances with budget limits and prepare variance reports; make adjustments to budget accounts according to established procedures
- Perform or assist in performance of budget preparation such as expenditure projections, revenue forecasts, and completing budget documents

## **LEVELS AND COMPETENCIES**

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, scope, complexity and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

### **Level 1**

**PCLS: 02401**

**Grade 75  
Non-Exempt**

### ***Descriptors***

Receives direct supervision and works within well-defined guidelines. Performs routine technical tasks requiring application of standard techniques, procedures, and criteria. Provides technical and clerical support for fiscal activities.

### ***Knowledge, Skills, and Abilities***

Knowledge of collection and refund procedures, and cash handling and control procedures. Knowledge of basic electronic spreadsheets and basic computer operation.

### ***Experience***

Requires six months of fiscal related experience or equivalent.

### ***Education***

High school graduation or the equivalent.



**Level 2**  
**PCLS: 02402**

**Grade 76**  
**Non-Exempt**

***Descriptors***

Receives general supervision. Applies and explains rules, procedures and processes. Verifies, audits, reconciles, and monitors the status of accounts. May work with a number of funding types (e.g. unrestricted funds, grants, contracts, private funds, and special funds). Does not typically handle accounts with multiple, complex funding regulations.

***Knowledge, Skills, and Abilities***

Knowledge of automated accounting systems, and electronic spreadsheets. Knowledge of bank transactions and cash control methods. Analytical and problem solving skills. Knowledge of accounting system functions or procedures (e.g. accounts receivable, accounts payable).

***Experience***

Requires work experience acquired in an entry-level fiscal position or equivalent.

***Education***

College coursework may substitute for experience.

**Level 3**  
**PCLS: 02403**

**Grade 77**  
**Non-Exempt**

***Descriptors***

Works under intermittent supervision. Applies problem solving and analytical skills to more complex systems, procedures, and accounts (these may include unrestricted funds, grants, contracts, private funds, special funds, and multiple funding sources). Interprets and applies rules, procedures and processes. Summarizes and compiles data and information and prepares reports. May \*lead fiscal technicians or office support staff as a secondary function.

***Knowledge, Skills, and Abilities***

Advanced knowledge of automated accounting systems, and electronic spreadsheets. Funding specific knowledge (e.g. grant processes, grant account reconciliation, unrestricted accounts, private funds). Must possess analytical and problem solving skills. In depth knowledge of accounting system functions or procedures (e.g. accounts receivable, accounts payable).

***Experience***

2 years at the lower fiscal technician levels or equivalent experience required.

***Education***

1 year of college coursework in accounting or equivalent, or an equivalent combination of training and experience.



**Level 4**  
**PCLS: 02404**

**Grade 78**  
**Non-Exempt**

***Descriptors***

Works under administrative supervision. Calculates rates and subsidies for recharge centers. Creates forecasts and projections. Responsible for accounting code maintenance (e.g. org codes). Has substantial \*supervisory responsibility for fiscal technicians or office support staff and/or serves as a specialist or expert for a discrete and complex knowledge area or function.

***Knowledge, Skills, and Abilities***

Advanced knowledge of automated accounting systems, database design, computer applications and/or electronic spreadsheets. Funding specific knowledge (e.g. grant processes, grant account reconciliation, private funds). Must possess analytical and problem solving skills. Advanced knowledge of accounting system functions or procedures (e.g. accounts receivable, accounts payable). Ability to supervise.

***Experience***

3 years at the lower fiscal technician levels or equivalent experience required.

***Education***

Associate degree in applied accounting or related field, or an equivalent combination of training and experience.

\* Lead: Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Is fluent in assigned area of responsibility.

Supervise: Hire, train, evaluate performance and initiate corrective action.