

DRAFT 4

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
- **Financial and regulatory compliance**
- **Billing and collections of accounts receivables**

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
- **Sponsored project administration**
- 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



- Gather and compile 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
- **Perform random expense audit on sponsored projects**
- **Review account set up and activity for compliance to regulations**

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

Work is performed under direct supervision. This level works within well-defined guidelines. Perform routine technical tasks requiring application of standard techniques, procedures, and criteria. **Review information for accuracy and consistency. Processes payments. Enters information and data into computer system. Obtain necessary approvals and authorizations. Perform cashiering functions and issue receipts. Review and post payments. Organize and maintain files. Prepare and mail invoices. Process billing and review for appropriateness of payments. Provide technical and clerical support and customer service for fiscal activities. This level is distinguished from higher levels by the closeness of supervision and performance of routine fiscal tasks.**



Knowledge, Skills, and Abilities

Knowledge of collection and refund procedures. Knowledge of cash handling and control procedures. Knowledge of basic electronic spreadsheets and basic computer operation.
Customer service and communication skills. Ability to maintain files.

Education and Experience

High school graduation and six months of fiscal related experience, or an equivalent combination of training and experience.

Level 2
PCLS: 02402

Grade 76
Non-Exempt

Descriptors

Work is performed under general supervision. Apply and explain rules, procedures and processes. Verify, audit, reconcile, and monitor the status of accounts. **Completes purchase requisitions and reconcile invoices with purchase orders. Review and process travel authorizations and expense reports. Reconcile account and funding information and transactions. Verify and encumber funds and receipts. Work with departments to resolve standard issues and discrepancies. Research and resolve problems. Prepare, distribute and track billings and deposits. Track budget including balances and expenditures. Receive and track payments and receivables. Establish and maintain work orders. Utilize queries and databases to monitor the status of accounts and funds, and generate reports. Prepare, review, approve and enter journal vouchers. Reconcile reports and statements and submit corrections as necessary. Review and correct program code /account mismatches.** 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. **This level is distinguished from level one by the increased fiscal skills; required knowledge of accounting systems and activities; and verification/reconciliation of accounts.**

Knowledge, Skills, and Abilities

Same as level one, plus: Knowledge of automated accounting systems, and electronic spreadsheets. Knowledge of bank transactions and cash control methods. Knowledge of accounting system functions or procedures (e.g. accounts receivable, accounts payable). **Intermediate fiscal skills. Analytical and problem solving skills. Verification, monitoring and reconciling skills. Ability to resolve issues. Ability to maintain accounts and data. Ability to understand policies, rules and regulations. Intermediate computer and spreadsheet skills.**

Education and Experience

College coursework **in accounting or other related field** and one year entry-level accounting experience, or an equivalent combination of training and experience.



Level 3
PCLS: 02403

Grade 77
Non-Exempt

Descriptors

Work is performed under intermittent supervision. Apply problem solving, **research**, and analytical skills to more complex* systems, procedures, and accounts, which may include unrestricted funds, grants, contracts, private funds, special funds, **revenue**, and multiple funding sources. Interpret and apply **more complex** rules, procedures and processes. **Resolves more complex* and non-standard issues. Provide accounting support for special projects and may lead projects.** Summarize and compile data and information, and prepare reports. May lead** fiscal technicians or office support staff as a secondary function. **This level is distinguished from lower levels by resolving more complex issues and accounting activities; greater latitude in determining methods of performing work, using judgment; ability to interpret and apply more complex rules and regulations; and greater analytical and problem solving skills.**

Knowledge, Skills, and Abilities

Same as level two, plus: Advanced knowledge of automated accounting systems, and electronic spreadsheets. Funding specific knowledge (e.g. grant processes, grant account reconciliation, unrestricted accounts, private funds) **and/or knowledge in specialized areas.** In depth knowledge of accounting system functions or procedures (e.g. accounts receivable, accounts payable, **program and activity codes**). **Knowledge of and ability to interpret policies, rules and regulations. Research skills. Ability to work with complex* systems and accounts. Ability to lead**.**

Education and Experience

1 year of college coursework in accounting or other related field and 2 years experience, or an equivalent combination of training and experience.

Level 4
PCLS: 02404
*****Alternate PCLS: 09430**

Grade 78
Non-Exempt
Exempt

Descriptors

Work is performed under administrative supervision. Calculate rates and subsidies for recharge centers. Create forecasts and projections. Perform accounting code maintenance (e.g. org codes). Have substantial supervisory** responsibility for fiscal technicians or office support staff and/or serve as a specialist or expert for a discrete and complex* knowledge area or function. **Provide technical assistance in specialized area. This is the advanced level which is distinguished from lower levels by supervisory responsibilities and responsibility for resolving and acting as a technical resource for the most complex issues.**

Knowledge, Skills, and Abilities

Same as level three, plus: Expert funding specific knowledge (e.g. grant processes, grant account reconciliation, private funds). Expert knowledge computer applications and/or electronic



spreadsheets. Advanced knowledge of accounting system functions or procedures (e.g. accounts receivable, accounts payable). **Advanced knowledge in specialized areas. Advanced knowledge of applicable policies, rules and regulations. Ability to work with the most complex systems and accounts.** Ability to supervise**.

Education and Experience

Associate's degree in applied accounting or other related field and 3 years experience, or an equivalent combination of training and experience. **Bachelor's degree preferred.**

- * **Complexity:** Refers to the **interpretation and** diversity of rules and regulations (e.g. federal, state, and university **policies**, regulations, Generally Accepted Accounting Principles (GAAP), Federal Acquisition Regulations (FAR), and Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), National Automated Clearing House Association (NACHA), Uniform Commercial Code (UCC), the Internal Revenue Code, and contractual agreements). **Complexity increases as the application, interpretation and frequency of working with these rules and regulations increases.** Complex positions typically work with multiple funding sources (e.g. federal, state, and private). Complexity increases as the number of funding sources increases. **Complex positions develop and forecast budgets. Complexity also refers to the responsibility of multiple diverse fiscal activities and programs. Complex positions typically work with high-level stakeholders, multiple departments and campuses.**
 - * **Scope:** Refers to the impact that a fiscal unit has on the organization or the size of an organization and the volume/number of fiscal transactions. **Scope also refers to the impact of recommendations or decisions a position has on policies and programs. Positions with large scope are responsible for multiple programs and activities which have significant impact at the campus or system level.**
 - ** **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.
- *** Exemption status determined on a case-by-case basis. Essential functions of each job will be reviewed and evaluated in accordance with Fair Labor Standards Act regulations.

[April 2009 revisions included formatting document for consistency and adding alternate PCLS information.]