

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS102310

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Finance

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005858

Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Fiscal Specialist

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005869 Management Analyst Supv. 2

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt

Bargaining Unit 14

If FLSA Exempt, exemption type:

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 AM TO: 5:00 PM

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Prepares single payment vouchers to vendors; performs other related payroll accounting functions; requests funds & posts supplemental retirement to payroll; receives, logs, copies & deposits all health insurance direct pays & reimbursements from vendors; deposits & reissues payments to employee, vendors & courts; creates & solves help desk tickets; runs vendor reports & mails to vendor.	Knowledge of: 1, 2, 3, 4*. Skill in: 5. Ability to: 6, 7, 8, 9. Position Specific Minimum Qualifications 12 months experience in payroll accounting & preparing employer tax forms; 12 months experience in using accounting applications (e.g. PeopleSoft). *developed after employment

JOB TITLE
Fiscal Specialist 1

JOB CODE
66531
APP 1-26-10 JNS

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



1-19-10