

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105220

DIVISION OR INSTITUTION
General Services

UNIT OR OFFICE
Business Operations

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20074578

Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Fiscal Specialist 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005498 Fiscal Officer 2

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit

If FLSA Exempt, exemption type:

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 7:30am TO: 4:30pm

Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Coordinates, monitors & performs a variety of fiscal management & control activities for DAS General Services Division Business Office: performs revenue & receivable accounting functions for General Services Divisions' Facilities Management, Skilled Trades, & State Architect's Office program units; utilizes advanced Excel spreadsheet functions (e.g., subtotal, filter, group, pivot tables, customize, macros, formulas for test, conditional & referential statements) to maximize accuracy & efficiency in processing accounting transactions; performs financial analyses & prepares division management reports; reviews finished work product of AR staff.	Knowledge of (1) Generally Accepted Accounting Principles (GAAP); (2) business administration; (3) agency policies & procedures relative to fiscal*; (4) business mathematics and algebra; (5) revenue projections. Skill in (6) operation of personal computer and related software (e.g., MS Word, Excel, Access); (7) use of advanced Excel spreadsheet functions (e.g., subtotal, filter, group, pivot tables, customize, macros, formulas for test, conditional & referential statements); (8) use of Access database functions (e.g., creating tables, forms, queries and reports). Ability to (9) interpret variety of instructions, often technical in nature, in written, or oral form; (10) use non-verbal symbols in formulas, equations or graphs; (11) read, comprehend & record figures accurately; (12) copy records accurately; (13) prepare meaningful, concise, accurate, complex reports; (14) use proper research methods in gathering data; (15) code items from one symbolic form to another; (16) check pairs of items that are similar or dissimilar; (17) work alone on most tasks & work with co-workers on group projects. *developed after employment

JOB CODE TITLE
Fiscal Specialist 1

JOB CODE
66531

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/ce

9/27/10

Appl 9.28.10 (am)

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105220
DIVISION OR INSTITUTION General Services	UNIT OR OFFICE Business Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20074578	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:45%;">USUAL WORKING TITLE OF POSITION Fiscal Specialist 1</td> <td style="width:55%;">POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005498 Fiscal Officer 2</td> </tr> <tr> <td> <input type="checkbox"/> Permanent <input type="checkbox"/> Classified <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Intermittent <input type="checkbox"/> Essential </td> <td> Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type: </td> </tr> </table>		USUAL WORKING TITLE OF POSITION Fiscal Specialist 1	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005498 Fiscal Officer 2	<input type="checkbox"/> Permanent <input type="checkbox"/> Classified <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Intermittent <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:
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Bargaining Unit Page 2 of 2					

NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 7:30am TO: 4:30pm Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Prepares & analyzes variety of fiscal reports & coordinates fiscal functions of Facilities Management (FM) unit (i.e. Skilled Trades & Security) using Generally Accepted Accounting principles (GAAP): develops building /project maintenance budgets; operates personal computer using advance functions of MS Word, Access & Excel (e.g., queries, pivot tables, macros, if/then statements, scenarios & complex formulas) to develop budget & billing unit projections & draft rate methodologies; analyzes rate-setting methodologies; uses GAAP to prepare fiscal & management rate status reports on regular basis during fiscal year; provides fiscal analysis of historical data (e.g., labor & material costs) to Skilled Trades unit for development of project quotes; provides guidance on fiscal policies & procedures for FM; trains FM managers on fiscal policies, procedures; & accounting processes & accounting systems (OAKS financials, time-keeping system).	Knowledge of 1, 2, 3, 4, 5, (18) budget development & oversight (19) fiscal reporting. Skill in 6, 7. Ability 9, 10, 11, 12, 13, 14, 17, (20) use statistical analysis; (21) communicate effectively verbally & in writing.
10	Acts as back-up for Account Clerk 3 in processing daily deposits & uploading invoices to OAKS Accounts Receivable module; oversees accounting functions for State Architect contractor escrow deposits.	Knowledge of 1, 2, 3*, 4. Skill in 6, 7. Ability to 9, 11, 12, 13, 14, 15, 16, 17.

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised: 	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhove/ccc</i>	DATE 9/27/10
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Appl 9.28.10 ccc

JOB CODE TITLE
66531 Fiscal Specialist 1