

SECRETARY OF STATE CLASSIFICATION SPECIFICATION	<b><u>CLASSIFICATION SERIES</u></b> Fiscal Officer	<b><u>SERIES NUMBER</u></b> 6653S
	<b><u>MAJOR AGENCIES</u></b> Secretary of State only	<b><u>EFFECTIVE</u></b> 02/28/2010

**SERIES PURPOSE**  
The purpose of the fiscal officer occupation is to supervise or coordinate, monitor &/or perform variety of fiscal &/or budgetary operations for division, fiscal programs or agency to ensure proper control & compliance with applicable laws, rules & accounting standards.

Incumbents coordinate, monitor & perform variety of fiscal operations or prepare & monitor budget or prepare & analyze various financial statements & cost/accounting reports.

Note: The classification is restricted for use by the Secretary of State only.

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>
Fiscal Specialist 1	66531S	10	02/28/2010

**CLASS CONCEPT**  
The first full performance level class works under direction & requires considerable knowledge of business administration &/or accounting in order to coordinate, monitor & perform variety of fiscal &/or budgetary functions for division, fiscal programs, or agency.

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>
Fiscal Specialist 2	66532S	12	02/28/2010

**CLASS CONCEPT**  
The second full performance level class works under direction & requires considerable knowledge of business administration &/or accounting in order to prepare biennium budget & monitor budget for division, fiscal program or agency or to prepare & analyze various financial statements & cost/accounting reports for agency & in each case, oversee work of lower level fiscal specialist(s).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Fiscal Specialist 1	66531S	41	02/28/2010	10

**JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Coordinates, monitors & performs variety of fiscal management & control activities for division, fiscal program, or agency (e.g., authorizes obligations, purchases, expenditures & payments, manages fiscal & monitoring aspects of special grants, prepares & monitors agreements & contracts with consultants, manages & monitors accounts payable & accounts receivable, inventory, account allocation planning & payroll budget activities, reviews & approves all travel expenses, maintains all petty cash funds, establishes & implements accounting or auditing procedures, manages distribution of funds to political sub-divisions) &/or assists higher-level fiscal staff in fiscal &/or budgetary process (e.g., accumulates, monitors & reviews financial positions, personnel services expenditures, overtime utilization & appropriation revenues, prepares evaluation of each & discusses budget concerns/problems with appropriate managerial staff).

Prepares, analyzes, maintains &/or oversees preparation & maintenance of variety of fiscal &/or budgetary reports, records, studies &/or correspondence (e.g., fiscal accounting reports, payroll projections, budget outlay projections, quarterly & annual financial reports, analysis of division expense for budgetary needs progress reports, funding information & revenue details).

**MAJOR WORKER CHARACTERISTICS**

Knowledge of business administration &/or accounting; applicable state &/or federal laws, rules, procedures & standards governing fiscal &/or budgetary operations, purchasing & accounting\*. Skill in use of calculator &/or adding machine, video display terminal &/or personal computer, copier & typewriter. Ability to define problems, collect & analyze data, establish facts & draw valid conclusions; prepare &/or edit technical fiscal reports, records, reports &/or correspondence; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & contacts with vendors, employees, public & government officials.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Completion of undergraduate core coursework in accounting or business administration.

-Or 2 yrs. tg. or 2 yrs. exp. In accounting, fiscal &/or budgetary management & control (e.g., bookkeeping, purchasing, payroll processing).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Not applicable.

**UNUSUAL WORKING CONDITIONS**

May work flexible hours.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Fiscal Specialist 2	66532S	41	02/28/2010	12

**JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Prepares, evaluates & coordinates preparation of budget for division, agency or for fiscal program involving distribution of funding to other political subdivisions such as to county boards of elections (e.g., compiles historical data & budgetary information/statistics; prepares current fiscal year allotments; estimates & calculates biennium budget needs; prepares projections in payroll & maintenance; monitors account balances to ensure availability of funding by spending authority code; prepares requests for appropriations, calculates allocations & reallocations & prepares required federal reports, or prepares & analyzes various financial statements, statistical & cost/ accounting reports, prepares, processes & maintains accounting records for revenue functions &/or manages agency revenue deposits & in each case, oversees work of lower level fiscal specialist(s).

Prepares required fiscal & budgetary reports; reviews & authorizes requests for expenditures & refunds; reviews new initiatives or changes in current policy, reporting mechanisms, forms, rules & regulations to determine impact on fiscal &/or budgetary operations; prepares cash flow projections.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of business administration or accounting; applicable state &/or federal laws, rules, procedures & standards governing fiscal & budgetary operations\*. Skill in use of calculator, video display terminal &/or personal computer. Ability to deal with large number of technical/fiscal variables & determine budgetary projections & allotments adequate to meet operational needs &/or authorize expenditures within spending authority; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & contacts with officials/ representatives of same &/or different political jurisdiction.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Completion of undergraduate core coursework in accounting or business administration; 12 mos. exp. in accounting, fiscal &/or budgetary management & control.

-or 3 yrs. trg. or 3 yrs. exp. in accounting, fiscal &/or budgetary management & control.

-or 12 mos. exp. as Fiscal Specialist 1, 66531S.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Not applicable.

**UNUSUAL WORKING CONDITIONS**

May work flexible hours.