

JOB TITLE: FISCAL MANAGEMENT SPECIALIST 1
JOB CODE: 08110

SERIES NATURE OF WORK: The Fiscal Management Specialist job series describes professional analytical work in the preparation, review, and analysis of fiscal information used in agency planning, program management, or financial auditing.

DEFINITION: This is professional analytical work in the preparation, review, and analysis of fiscal information for an agency.

An employee in this job performs work in monitoring, analyzing, and controlling revenue, financial commitments, and expenditures against a budget, grants, contracts, or other financial data to advise management on the appropriate use and ensure the ongoing availability of agency funds. Work involves preparing and reviewing fiscal reports that project revenue and expenditures for personnel, operating, fixed assets, or other expenses. Work also involves reviewing and approving or recommending adjustments to requests for the use of funds; professional analysis and interpretation of financial data and explaining fiscal regulations and procedures to managers; and processing budget revisions or other financial transactions, discussing discrepancies, and ensuring compliance with policies through recommendations and adjustments. Work may also involve assisting higher level specialists or managers in preparing and reviewing agency budget requests, legislative budget packages, and rebudgets. Work is reviewed in process and upon completion for adherence to established policies, procedures, and standards.

EXAMPLES OF WORK: (NOTE: The examples of work are representative of the work, but every position classified to this job may not perform all examples of work listed. Conversely, this is not an all-inclusive list of work examples.):

- Prepares and analyzes reports that reflect assets, liabilities, reserves, fund balances, revenue and receipts, appropriations, commitments, expenditures, or other financial obligations for the purposes of providing recommendations on the use of funds and maintaining budgetary controls.
- Develops and monitors spending plans and other projections for the use and availability of funds in compliance with statutes, policies, or other fiscal controls.
- Prepares or reviews information used in processing grant requests, distribution of grant awards, and financial audits of grant recipients or sub-recipients, and ensures compliance with related policies, regulations, and fiscal controls.
- Monitors, corrects, and reconciles records of revenue, financial commitments, and expenditures for financial and budgetary account closing and lapsing processes.
- Participates in periodic meetings with program managers to review spending plans, projections, and other fiscal information, and provides guidance and direction on the use and availability of funds.
- Reviews and approves, disapproves, or recommends adjustments to requests for financial commitments and expenditures.
- Assists in the implementation of, and ensures compliance with, fiscal policies and controls related to the financial management of state and federal funds, grants, entitlements, contracts, or other fiscal related agreements.

- Assists in the collection, examination, and preparation of fiscal information for presentation and justification of an agency budget request, legislative hearing budget package, and rebudget.
- Performs the full range of supervisory functions.
- Employees in this job may participate in the performance of subordinates' work consistent with operational or organizational requirements.
- Performs related work as required.

ENTRY LEVEL KNOWLEDGES, SKILLS, AND ABILITIES:

- Knowledge of fiscal administration concepts, principles, and practices.
- Knowledge of accounting and auditing concepts, principles, and practices.
- Knowledge of the methods and techniques used in reporting financial data.
- Knowledge of the use and functionality of Microsoft Excel, Outlook, and Word applications.
- Ability to analyze and interpret policies, procedures, and regulations.
- Ability to analyze and interpret written information and financial data.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively in writing.
- Ability to communicate effectively orally.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES: (NOTE: These are expected of an employee performing the work of this job at the full performance level. These may not be evaluated by the State Civil Service Commission or used for Civil Service examination purposes and are not position-specific performance standards.):

- Knowledge of the principles and methods of budget administration.

MINIMUM EXPERIENCE AND TRAINING: (NOTE: Based on the Entry Level Knowledges, Skills, and Abilities):

- One year as a Financial Programs Trainee;

or

- One year of experience in paraprofessional fiscal administration work, and a bachelor's degree in business administration, accounting, finance, economics, or a related field;

or

- An equivalent combination of experience and training.