

JOB TITLE: FISCAL MANAGEMENT SPECIALIST 5
JOB CODE: 08150

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 supervisory, managerial, or administrative work in the preparation, review, and analysis of fiscal information for an agency.

An employee in this job supervises specialists responsible for highly complex, or supervisory 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 directing the development, implementation, and monitoring of policies, procedures, or controls for fiscal operations, or directing this work performed by subordinate staff; directing and conducting fiscal studies to identify and resolve resource allocation issues; and providing and directing the preparation and review of a wide variety of fiscal forecasts and reports that project revenue and expenditures for personnel, operating, fixed assets, and other expenses. Work also involves reviewing and approving or recommending adjustments to requests for the use of funds; interpreting financial data, explaining fiscal regulations and procedures to managers, reviewing proposed legislation for fiscal and operational impacts, and resolving the most complex and sensitive fiscal-related issues. Work may also involve preparing and reviewing agency budget requests, legislative budget packages, and rebudgets. Work is performed independently and is reviewed upon completion by an administrative supervisor for adherence to objectives and effectiveness of results.

DISTINGUISHING CHARACTERISTICS:

- Work at this level involves supervising Fiscal Management Specialists 4 or other positions at a comparable level.
- In the absence of responsibility for supervising Fiscal Management Specialists 4 or positions at a comparable level, work may involve responsibility, through the supervision of Fiscal Management Specialists 2 and 3, or positions at comparable levels, for all aspects of a large agency's fiscal operations, or for the fiscal operations of the largest and most complex programs in the largest agencies.

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.):

- Consults with agency senior staff, the Governor's Budget Office, and others to obtain and provide information, evaluate impact, and develop recommendations for budget amendment requests, proposed operating contracts and fixed asset purchases, complement realignment proposals, and special billing charges for services rendered.
- Manages or supervises the preparation and analysis of 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.

- Manages or supervises the collection, examination, and summarization of fiscal information for presentation and justification of an agency budget request, legislative hearing budget package, and rebudget.
- Manages or supervises the review, analysis, processing, and adjustment of financial transactions affecting budgetary, operating, and other accounts.
- Manages or supervises the development, monitoring, and interpretation of spending plans and other projections for the use and availability of funds in compliance with statutes, policies, or other fiscal controls.
- Manages the federal grant accounting process for an agency and ensures compliance with policies and requirements for the use of funds.
- Monitors sources of Federal and other non-state revenue against the rebudget plan and investigates variances from estimates to determine appropriate action.
- Researches and prepares financial information used in the identification of resource allocation issues, and the development or modification of proposed legislation, fiscal policies, procedures, and other controls.
- 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 the principles and methods of budget administration.
- 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.
- Knowledge of computerized accounting, auditing, and procurement processes.
- Knowledge of methods and techniques used in developing fiscal controls.
- Knowledge of the methods and techniques used in researching, collecting, organizing, reviewing, and assessing financial data.
- Knowledge of the principles and practices of supervision.
- Ability to assemble, analyze, and prepare reports and statements of financial data.
- Ability to analyze and interpret policies, procedures, and regulations.

- 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 agency programs and projects.
- Ability to conduct fiscal reviews of programs and projects to identify problems, devise solutions, and measure performance against stated goals and objectives.
- Ability to develop fiscal controls and apply them to agency programs and projects.
- Ability to analyze and develop operational plans, goals and objectives.
- Ability to plan and direct the work of others.

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

- One year as a Fiscal Management Specialist 4;
or
- Four years of experience in professional fiscal administration, one of which includes serving in a supervisory capacity, and a bachelor's degree in business administration, accounting, finance, economics, or a related field;
or
- An equivalent combination of experience and training which includes one year of professional supervisory experience in fiscal administration.