

## **JOB FAMILY CONCEPT**

This family consists of four levels of fiscal work – entry level through advanced technical support and supervision. Levels are distinguished based on the complexity and scope of responsibilities, the degree of specialization, and the degree of independent functioning. This job family is distinguished from the Fiscal Professional job family by the primary responsibility for performing technical fiscal tasks. The Fiscal Technician job family addresses responsibility for the following functions:

- Data Entry
- Account review and reconciliation
- Maintenance and reporting of financial data
- Processing transactions for payment
- Financial and regulatory compliance

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and maintenance  
administration

***may involve one or more of the functions listed, and may include***

adjust, review, audit and enter financial and statistical data to maintain  
g, cashiering, purchasing, travel, payroll records, and reports  
activities





**Level 3**  
**PCLS: 02403**

**Grade 77**  
**Non-Exempt**

***Descriptors***

Work is performed under intermittent supervision. Apply problem solving, research, and analytical skills to systems, procedures, and accounts that are greater in complexity\* and scope\*; which may include unrestricted funds, grants, contracts, private funds, special funds, revenue, and multiple funding sources. Interpret and apply more complex\* rules, procedures and processes. Resolves more complex\* and non-standard issues. Work with outside departments to provide accounting support for special projects and may lead\*\* projects. Utilize specialized software and databases to query and maintain data. Summarize and compile data and information, and prepare reports. May lead\*\* fiscal technicians or office support staff as a secondary function. This level is distinguished from lower levels by resolving more complex\* issues and accounting activities; greater latitude in determining methods of performing work; ability to interpret and apply more complex\* rules & regulations; and greater analytical, problem solving and leadership skills.

***Knowledge, Skills, and Abilities***

Same as level two, plus: Advanced knowledge of automated accounting systems, and electronic spreadsheets. Funding specific knowledge (e.g. grant processes, grant account reconciliation, unrestricted accounts, private funds) and/or knowledge in specialized areas. In depth knowledge of accounting system functions or procedures (e.g. accounts receivable, accounts payable, program and activity codes). Knowledge of and ability to interpret fiscal and purchasing policies, rules and regulations. Research and database skills. Ability to work with complex\* systems and accounts. Ability to establish effective working relationships while maintaining high ethical standards. Ability to meet deadlines under stressful situations. Ability to lead\*\*.

***Education and Experience***

One year of college coursework in Accounting or related field and two years of relevant experience, or an equivalent combination of training and experience.

**Level 4**  
**PCLS: 02404**  
**\*\*\*Alternate PCLS: 09430**

**Grade 78**  
**Non-Exempt**

***Descriptors***

Work is performed under administrative supervision. Calculate rates and subsidies for recharge centers. Create forecasts and projections. Perform accounting code maintenance (e.g. org codes). Request and obtain budget overrides. Assist with formal/informal solicitations. Identify unauthorized purchases and obtain appropriate documentation. Have substantial supervisory\*\* responsibility for fiscal technicians or office support staff and/or serve as a technical specialist or expert for a discrete and complex\* knowledge area or function. This is the advanced level which is distinguished from lower levels by supervisory responsibilities and responsibility for resolving and acting as a technical resource for the most complex\* issues.

**FISCAL TECHNICIAN**  
Job Classification  
Adopted: March 23, 2003  
Revised: July 1, 2009