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**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 60181**

**FISCAL SPECIALIST**

**OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES**

**EFFECTIVE 1/29/01**

The duties are arranged in order of importance. However, the specific duties and frequencies listed may vary depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Fiscal Specialist may not perform all of the duties listed. However, it is mandatory that the first duty be performed a minimum of 20% of the time for this classification.



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## Summary of Essential Duties

The primary purpose of the Fiscal Specialist is to monitor a variety of fiscal management and control activities including balancing accounts, performing payroll activities, monitoring contracts and agreements and implementing accounting or auditing procedures. The Fiscal Specialist also prepares and maintains various financial/fiscal records and reports.

### Duties

Frequency: 70% +/- 15%

- I. Monitors a variety of fiscal management and control activities.
  - A. Balances and maintains cash, allocations and appropriation of accounts.
  - B. Performs payroll activities.
  - C. Prepares and monitors agreements and contracts with consultants.

Frequency: 20% +/- 10%

- II. Prepares and maintains the preparation of various financial/fiscal records and reports.
  - A. Prepares monthly, quarterly and yearly fiscal and statistical reports and statements.
  - B. Maintains records regarding usage of copy machine, employee vacation, retirement, sick time and layoffs.

Frequency: 10% +/- 5%

- III. Assists supervisors and other administrative staff with fiscal and budgetary matters or duties.
  - A. Assists higher-level Fiscal Officers or other administrative superiors in fiscal control activities (e.g., fiscal planning and policy development).
  - B. Performs various fiscal or non-fiscal related miscellaneous tasks (e.g., represents agency or division at fiscal conferences, seminars or meetings with state and federal agency representatives).



**KSA'S FOR THE  
JOB CLASSIFICATION OF  
FISCAL SPECIALIST**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
<b>I</b>	Office practices and procedures; Administrative practices; Agency computer systems (e.g., PET, QUIC); Typing principles; Petty cash funds; Procedures for purchases, expenditures and payments; Accounts payable and invoicing procedures (e.g., processing purchase orders, vouchers and warrants); Payroll functions (e.g., payroll maintenance and employee leave records); Agreements and contracts with consultants; Intermediate mathematical principles; Accounting and auditing principles and procedures; Bank procedures.	Typing; Writing; Operating computer systems (e.g., PET and QUIC); Organization.	Perform mathematical and accounting operations; Balance and maintain cash, allocations and appropriation of accounts (e.g., maintain petty cash, authorize purchases, expenditures and payments, monitor accounts payable and invoices); Use Agency computer systems (e.g., maintain information on PET and QUIC); Perform payroll functions (e.g., maintain payroll, employee leave records and review/approve travel expenses); Prepare and monitor agreements and contracts with consultants; Establish and implement accounting or auditing procedures; Maintain accurate records of fiscal management; Complete forms (e.g., invoices, vouchers).
<b>II</b>	Office practices and procedures; Agency computer systems (e.g., PET); Typing principles; Financial/fiscal records and reports; Financial statements, funding information and progress reports; Inventory practices; Monthly State reports for Title XX contracts; Correspondence with vendors; Fiscal analysis and forecasts; Agency records management (e.g., document use of copiers, employee vacation, retirement, sick time and layoffs); Mathematical principles.	Organization; Typing; Oral Communication.	Prepare and maintain fiscal/financial records and reports (e.g., monthly, quarterly and yearly fiscal and statistical reports and statements); Prepare financial statements and progress reports; Maintain inventory; Prepare monthly reports for Title XX contracts; Prepare fiscal analyses and cost forecasts; Maintain accurate records regarding usage of copy machine, employee vacation, retirement, sick time and layoffs.
<b>III</b>	Fiscal and budgetary procedures within the Agency; Administrative practices regarding fiscal control activities; Budget preparation procedures; Account allocation planning; Contract proposals; Grant funds with reference to fiscal or accounting problems; Vehicle accident claims; Typing principles; Clerical duties (e.g., answering phones, monitoring inventory); Office practices and procedures; Agency telephone system; Typing.	Organization; Typing; Oral Communication.	Answer routine questions/inquiries regarding fiscal control activities; Assist higher-level Fiscal Officers and other Administrative superiors in fiscal control activities; Perform account allocation planning and track allocations; Direct budget preparation; Interpret and ensure compliance with applicable regulations, policies and rules; Assist backup Account Clerks when necessary; Act as a consultant to recipients of project or grant funds with reference to fiscal or accounting problems; Process vehicle accident claims; Assist in the negotiation with local officials or other Agencies regarding financial arrangements, grant applications and contracts; Disseminate budgetary information to appropriate parties or areas; Answer questions/inquiries regarding fiscal control activities; Perform general clerical duties (e.g., type reports answer phone calls).



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### **Minimum Qualifications**

- Completion of undergraduate major core coursework in accounting or finance or similar field of study.
- Or three courses or eighteen months experience in accounting, two courses or twelve months experience in finance, one course or six months experience in written communication for business, and one course or six months experience in typing, keyboarding or word processing that included generating a spreadsheet.

**Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.**

### **Unusual Working Conditions/Hazards**

The position requires no unusual physical demands. Most of the work is sedentary and performed in an office setting. The incumbent is required to lift paper or other office supplies which typically weigh less than five (5) pounds. The position involves very limited probability of any injury, but minor risks related to injuries involving an office setting, such as tripping and falling, do exist.