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**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 70181**

**FISCAL OFFICER**

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

**EFFECTIVE**

**MAY 5, 2002**

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 Officer may not perform all of the duties listed. However, performance of the first duty (I) a minimum of 20% of the time is mandatory for this classification.



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### Summary of Essential Duties

The primary purpose of the Fiscal Officer position is to perform, direct, coordinate, monitor and manage a variety of fiscal management and control duties, assisting other fiscal personnel with fiscal control tasks. Additionally, the Fiscal Officer prepares, maintains and oversees the preparation of various fiscal/financial reports, studies and records. If assigned, the fiscal officer also supervises other fiscal personnel (i.e., excluding Fiscal Specialists and/or Fiscal Officers).

#### Duties

Frequency: 60% +/- 15%

- I. Performs, directs, coordinates, monitors and manages a variety of fiscal management and control duties, assisting other fiscal personnel with fiscal control tasks.
  - A. Authorizes purchases, expenditures and payments.
    - 1. Monitors allocations and appropriations (e.g., cash flow).
    - 2. Prepares and monitors contracts.
    - 3. Prepares bids and vouchers.
  - B. Designs and updates fiscal accounting procedures.
    - 1. Coordinates financial reporting controls over appropriations.
    - 2. Ensures operation compliance with applicable agency, state and/or federal regulations.
  - C. Directs budget preparation.
    - 1. Prepares budget and cash forecasts.
  - D. Monitors accounts payable and receivable.

If assigned, also supervises Account Clerks and/or other fiscal personnel (i.e., excluding Fiscal Specialists and/or Fiscal Officers).

Frequency: 20% +/- 10%

- II. Prepares, maintains and oversees the preparation of various fiscal/financial reports, studies and records.

Frequency: 10% +/- 5%

- III. Advises administrative officials on fiscal and budgetary matters.

Frequency: 5% +/- 2%



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IV. Performs miscellaneous administrative duties when necessary.

Frequency: 5% +/- 3%

V. Performs personnel functions.



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

DUTY	KNOWLEDGE	SKILLS	ABILITIES
<b>I</b>	Bookkeeping practices; Office practices and procedures; Intermediate mathematical principles; Purchasing practices; Fiscal management , control and planning; Bid/voucher preparation; Audit procedures; Budgeting functions and operations; Computer operations; Typing principles; Accounting principles; Budget formation and forecasts; Federal and State regulations regarding fiscal accounting procedures.	Organization; Writing; Oral communication; Typing; Performing computer operations.	Extract information from various sources; Collect data; Work with others; Perform intermediate mathematical operations; Develop budgets and fiscal polices/procedures; Perform accounting and budgeting operations; Monitor allocations and appropriations (e.g., cash flow); Analyze, review, process and account for Agency expenditures and receipts; Implement financial plans; Prepare and monitor contracts and/or agreements; Design fiscal accounting procedures; Monitor accounts payable and receivable; Use computers; Maintain accurate records; Statistically analyze data to detect budget trends; Complete forms; Read, copy and record figures; Gather, collate and summarize data; Make independent decisions.
<b>II</b>	English grammar and composition; Intermediate mathematical operations; Research methods; Research techniques; Report writing (fiscal/financial); Presentation of reports; Statistical analysis; Budgetary and fiscal management; Policy formation; Audit techniques; Accounting principles; Computer operations; Grant proposals; Expense and other fiscal reports and procedures for completing them.	Interpreting data; Typing; Report writing; Organization; Performing computer operations.	Extract information from various sources; Collect data; Perform intermediate mathematical operations; Analyze data; Proofread materials; Write technical reports (fiscal/financial); Recognize errors in the work of others; Plan, develop and implement audit techniques; Maintain accurate fiscal/financial records; Read, copy and record figures; Perform fiscal, accounting and budgeting operations to complete reports; Use computers.
<b>III</b>	Fiscal policies and procedures; Agency fiscal and budgetary management and administration.	Oral Communication; Organization; Advisory.	Comprehend complex and technical materials; Interpret fiscal policies and procedures; Give and exchange facts and information; Coordinate the actions of others; Advise others on fiscal and budgetary management.
<b>IV</b>	Administrative practices; English grammar and composition; Word processing functions; Typing functions; Office practices and procedures (e.g., filing, phone system).	Typing/Word processing; Organization; Oral communication; Writing.	Answer routine questions/inquiries; Answer Agency telephone calls; File Agency documents and records; Give or exchange facts and routine information; Perform general administrative practices.



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<b>V</b>	Intermediate mathematical principles; Personnel practices (procedures for computing vacation, sick leave, etc.); File maintenance procedures; Agency payroll functions; Intermediate mathematical principles; Procedure/forms process [Time Clock Override (TCO)]; Procedures for obtaining and securing funding for payroll.	Organization.	Maintain accurate personnel files and records; Read, copy and record figures; Perform intermediate mathematical calculations; Perform a variety of payroll duties; Perform intermediate mathematical calculations; Complete Time Clock Override forms; Maintain accurate records; Obtain and secure funding for payroll.
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### **Minimum Qualifications**

- Completion of undergraduate major core coursework in accounting, finance, financial management or like academic field that included at least three courses in accounting and one course in finance.
  
- Or two courses or twelve months experience in accounting, two courses or twelve months experience in finance, one course or six months experience in business administration, one course or six months experience in written communication for business, one course or six months experience in public relations, and one course or six months experience in typing, keyboarding or word processing to include 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.