

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Fiscal Officer	SERIES NO.: 6653
	MAJOR AGENCIES: Attorney General only	EFFECT. DATE: 01/01/1980

SERIES PURPOSE:

The purpose of the fiscal officer occupation is to supervise or coordinate & monitor &/or perform variety of fiscal &/or budgetary operations for assigned division, fiscal programs, agency or institution to ensure proper control & compliance with applicable laws, rules & accounting standards.

At the lowest level, incumbents coordinate, monitor & perform variety of fiscal operations.

At the second level, incumbents prepare & monitor budget with no subordinate staff or prepare & analyze various financial statements & cost/accounting reports.

CLASS TITLE:

Fiscal Specialist 1

CLASS NUMBER:

66531

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

CLASS CONCEPT:

The first full performance level class works under direction & requires considerable knowledge of business administration &/or accounting in order to coordinate, monitor & perform variety of fiscal &/or assist in performing budgetary functions for assigned division, fiscal programs, agency or institution.

CLASS TITLE:

Fiscal Specialist 2

CLASS NUMBER:

66532

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

CLASS CONCEPT:

The second full performance level class works under direction & requires considerable knowledge of business administration &/or accounting in order to prepare biennium budget & monitor budget for assigned division or medium size agency with no subordinate staff or to prepare & analyze various financial statements & cost/accounting reports for assigned agency.

CLASS TITLE: Fiscal Specialist 1	CLASS NO.: 66531	BARG. UNITS: 047
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

Coordinates, monitors & performs variety of fiscal management & control activities for assigned division, specialized fiscal section, agency or institution (e.g., authorizes obligations, purchases, expenditures & payments, manages fiscal & monitoring aspects of special grants, prepares & monitors agreements & contracts with consultants, monitors accounts payable & receivable, inventory, account allocation planning & payroll budget activities, reviews & approves all travel expenses, maintains all petty cash funds, establishes & implements accounting or auditing procedures, manages distribution of funds to political sub-divisions) &/or assists higher-level fiscal specialist, business administrator or fiscal officer in budgetary process (e.g., accumulates, monitors & reviews financial positions, personnel services expenditures, overtime utilization & appropriation revenues, prepares evaluation of each & discusses budget concerns/problems with appropriate managerial staff).

Prepares, analyzes, maintains &/or oversees preparation & maintenance of variety of fiscal &/or budgetary reports, records, studies &/or correspondence (e.g., fiscal accounting reports, payroll projections, budget outlay projections, quarterly & annual financial reports, analysis of division expense for budgetary needs progress reports, funding information).

MAJOR WORKER CHARACTERISTICS:

Knowledge of business administration &/or accounting; applicable state &/or federal laws, rules, procedures & standards governing fiscal &/or budgetary operations, purchasing & accounting*. Skill in use of calculator &/or adding machine, video display terminal &/or personal computer, copier & typewriter. Ability to define problems, collect & analyze data, establish facts & draw valid conclusions; prepare &/or edit technical fiscal reports, records, reports &/or correspondence; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & contacts with vendors, employees, public & government officials. (*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in accounting or business administration.

-Or 2 yrs. trg. or 2 yrs. exp. in accounting, fiscal &/or budgetary management & control (e.g., bookkeeping, purchasing, payroll processing).

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work flexible hours.

CLASS TITLE: Fiscal Specialist 2	CLASS NO.: 66532	BARG. UNITS: 047
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EFFECTIVE DATE:
01/01/1980

NEW EFFECTIVE DATE:
09/22/1991

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

Prepares, evaluates & coordinates preparation of budget for assigned division, medium size agency or for fiscal program involving distribution of funding to other political subdivisions such as to county departments of human services for their income maintenance assistance programs (e.g., compiles historical data & budgetary information/statistics; prepares current fiscal year allotments; estimates & calculates biennium budget needs from pre-determined objectives; prepares projections in payroll & maintenance; monitors account balances to ensure availability of funding by spending authority code; prepares requests for appropriations with estimates including extended recipient projections, coordinates requests for administrative funds from all county departments of human services, calculates allocations & reallocations & prepares required federal reports necessary to receive federal financial participation; prepares & sends hours paid allocations to division heads); or prepares & analyzes various financial statements, statistical & cost/accounting reports for agency (e.g., Medicaid/Medicare cost reports; monthly journal vouchers; plans, specifications & estimate packages to Federal Highway Administration to obtain federal funding for highway construction/ maintenance projects to be done at state or local level).

Prepares required fiscal & budgetary reports; reviews & authorizes requests for expenditures (e.g., temporary help based upon current account balances, contract encumbrances for space rental, lease addendums for processing, all tuition reimbursement requests, invoices related to purchased personal service contracts); reviews new initiatives or changes in current policy, reporting mechanisms, forms, rules & regulations to determine impact on budgetary operations assigned; prepares cash flow projections.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business administration or accounting; applicable state &/or federal laws, rules, procedures & standards governing fiscal & budgetary operations*. Skill in use of calculator, video display terminal &/or personal computer. Ability to deal with large number of technical/fiscal variables & determine budgetary projections & allotments adequate to meet operational needs &/or authorize expenditures within spending authority; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & contacts with officials/ representatives of same &/or different political jurisdiction. (*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in accounting or business administration; 12 mos. exp. in accounting, fiscal &/or budgetary management & control. -Or 3 yrs. trg. or 3 yrs. exp. in accounting, fiscal &/or budgetary management & control. -Or 12 mos. exp. as Fiscal Specialist 1, 66531AG. -Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work flexible hours.