

Overview

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Inactive	No
Effective Date	10/11/2018
Date of Last Change	08/28/2018 10:30:09.758 AM
Job Profile Name	Fiscal Specialist
Job Code	CFG12
Include Job Code in Name	No
Job Profile Summary	NATURE OF WORK:

Provides a wide variety of paraprofessional technical, administrative, budget, and financial support related to the organizational effectiveness and efficiency of the Department. Work includes assisting the Fiscal Manager in the coordination of budget analysis and preparation, financial analysis, and accounting activities. Assists Fiscal Manager in the development and submission of the annual budget; the preparation of monthly and quarterly reports; the organization, maintenance, review, and interpretation of fiscal records.

Work is performed under the supervision of the Fiscal Manager and is reviewed through conferences, reports submitted, periodic audits, and discussions.

MINIMUM QUALIFICATIONS:

Associate's degree with major course work in accounting or business and three (3) years responsible experience in area of assignment; project leadership experience required; or an equivalent combination of education, training and experience. Ability to operate personal computers with specific knowledge of Excel, JDE and Access is highly desired. Supervisory experience may be required. Must pass a criminal background check and polygraph examination.

2/23/2012- background and polygraph added. MGR

Job Description	
Job Title Default	
Restrict to Country	
Management Level	8 Individual Contributor
Job Family	SEIU_White_Collar
Job Category	
Job Classification	5M - Paraprofessional Employees (EEO-4Job Categories-United States of America)
Work Shift Required	No
Public Job	Yes

Characteristics

Difficulty to Fill	
Critical Job	No

Compensation

Compensation Grade S17
Compensation Grade Profile
Impacted Eligibility Rules