

### Job Family Description

Jobs whose primary duties generally involve fiscal, financial management, accounting, and/or budgetary activities. Individuals assigned to positions in this job family perform duties associated with the management of grants and contracts, fiscal, business, or service operations.

SC6001	Fiscal Svcs I	Grade 102
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#### Level Definition:

Work involves the application of knowledge regarding rules, regulations, and policies and procedures in basic accounting support. Work activities are associated with performing basic accounting duties, processing of electronic fund transfers, account reconciliation, deposit preparation, and/or check processing. May include document management. Positions perform work under direct supervision.

#### Jobs at this level include:

Accounting Tech I

#### Knowledge Skills & Abilities

Ability to communicate effectively in writing and verbally. Ability to interact effectively with others. Skill in collecting and organizing data. Ability to apply general rules to specific problems. Ability to complete work assignments accurately. Ability to use tools necessary for assigned work. Knowledge of accounting practices and procedures.

#### Minimum Education & Experience

High School diploma or GED and two years of directly related experience. College or vocational education with related courses may substitute for work experience on a year-for-year basis. Hiring agency may specify additional education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC6002	Fiscal Svcs II	Grade 103
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#### Level Definition:

Work involves a more complex level of knowledge regarding rules, regulations, and policies and procedures in basic accounting. Work at this level involves basic analysis of data to identify facts and required action; and minor decision-making based upon well-defined rules, regulations, methods, and procedures with limited supervision.

#### Jobs at this level include:

Account Tech II, Audit Tech, Tax Svc Specialist I, Collections Officer I

#### Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to analyze, monitor, review, and input records. Knowledge of records administration and maintenance. Skill in collecting, organizing, and analysis of semi-complex data. Some positions may require knowledge of maintenance and repair of simple equipment. Ability to process and handle confidential information with discretion. Ability to apply general rules to specific problems. Basic knowledge and understanding of applicable state laws. Knowledge of accounting, budgetary, and management principles, practices, and procedures.

#### Minimum Education & Experience

High School diploma or GED and agency specified years of directly related experience. College or vocational education with related courses may substitute for work experience on a year-for-year basis. Hiring agency may

specify additional education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC6003	Fiscal Svcs III	Grade 104
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**Level Definition:**

Work at this level involves the application of knowledge regarding rules, regulations, policies, and procedures in carrying out more complex financial and banking duties. Work is differentiated from lower levels by the required broader and deeper understanding of accounting practices required. Work involves completing several steps; analyzing multiple sources of data to identify facts and required action; and making and communicating decisions to stakeholders. Work is normally performed under general supervision. Work differs from lower levels in that this work is more complex because of the breadth and depth of knowledge and responsibility associated with a variety of duties and with a greater degree of impact of decisions made. May provide task-specific training and guidance to lower level staff.

**Jobs at this level include:**

Housing Program Spec I-II, Tax Svc Spec II, Collections Officer II

**Knowledge Skills & Abilities**

The following are in addition to KSAs for lower levels – Ability to handle difficult situations with composure. Skill in the use of analytical tools and data analysis methods. Ability to work effectively within a complex work environment. Ability to devise solutions to fiscal and administrative problems. Ability to make sense of, combine, and organize information into meaningful patterns. Skill in assessing the performance of others.

**Minimum Education & Experience**

Associates degree with emphasis in accounting and one-year experience; or high school diploma (or GED) and agency specified years of experience in appropriate function. In addition to minimum requirements defined for lower levels, hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment

SC6004	Fiscal Svcs IV	Grade 105
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**Level Definition:**

Work may involve any of these duties: purchasing and leasing; preparing, negotiating and managing contracts and grants; less complex auditing; fundamental budgeting and accounting duties. Work at this level is of a general level and often requiring extensive contact with customers and the general public, and requires a general degree of knowledge, skills, and abilities and/or specialization in specific subject matter. Work activities involve decision-making within parameters of approved policies and procedures.

**Jobs at this level:**

Property Tax Spec, Account Budget Spec I-II, Auditor I-II, Collections Officer III, Grants/Contracts Officer I, Housing Program Specialist III, Purchasing Agent I, State Payroll Admin Officer, State Procurement Officer I

**Knowledge Skills & Abilities**

The following are in addition to KSAs for lower levels – Ability to set priorities and determine workflow. Skill in evaluating alternative solutions, conclusions, or approaches to problems. Ability to apply general rules to specific problems. Ability to handle difficult and stressful situations with composure. Skilled at conducting and analyzing basic research and communicating results. Ability to analyze and solve work related problems. Skilled at

monitoring/assessing the performance of others or organization to make improvements and take corrective action.

**Minimum Education & Experience**

Bachelor's degree with emphasis in accounting or business, as determined by position; or two years of college with major coursework directly related to the position plus agency specified years of experience. In addition to minimum requirements defined for lower levels, hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment. Certain jobs types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC6005	Fiscal Svcs V	Grade 106
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**Level Definition:**

Work assigned to positions at this level are related to the management of fiscal, business, and/or operations of an agency, department, or institution. Work at this level is of a more complex and larger level than lower levels and often requiring extensive contact with customers and the general public, and requires a general degree of knowledge, skills, and abilities and/or specialization in specific subject matter. Work activities involve decision-making within parameters of approved policies and procedures. Individuals at this level must have gained a higher level of knowledge of the structure and mission of the agency. Often manages the work of others.

**Jobs at this level include:**

Account Budget Spec III, Business Mgr I, Business Operations Mgr-DOT, Auditor III, Grants/Contracts Officer II, Purchasing Agent II, State Payroll Mgr, State Procurement Officer II, Education Grants Mgr I-II, Tax Collections Supervisor

**Knowledge Skills & Abilities**

The following are in addition to KSAs for lower levels – Highly skilled at preparing budgets and doing financial reporting. Ability to perform market analysis and customer or agency needs assessments. Skill in assessing the performance of the organization and to take corrective actions or direction changes as necessary. Advanced ability to makes sense of, combine, and organize information into meaningful patterns. Advanced ability to develop, interpret, and evaluate policies and procedures.

**Minimum Education & Experience**

Bachelor's degree with emphasis in accounting or business, as determined by position, plus agency specified years of experience. In addition to minimum requirements defined for lower levels, hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment. Certain jobs types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC6006	Fiscal Svcs VI	Grade 107
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**Level Definition:**

Work at this level involves performing and/or directing duties associated with one or more large programs in an agency involving complex accounting, budgeting, auditing, reporting, and/or operations. Work is multi-disciplinary, and assignments address complex issues, problems, and/or systems. Most often supervises others work.

Jobs at this level include: Accounting Mgr I, Business Mgr II, Auditor IV, Business Mgr II, Regional Human Svc Center Fiscal Mgr-DHS, Section Supervisor-State Tax Office

**Knowledge Skills & Abilities**

The following are in addition to KSAs for lower levels – Knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Ability to develop, interpret, and evaluate policies and procedures. Ability to devise solutions to financial and administrative problems. Advanced ability to implement new systems and evaluate their effectiveness. Ability to solve program or service-related problems; determine actions to be taken in unusual circumstances within parameters established by formal policy, procedures, and standards. Expert level ability to prepare comparative analyses and provide recommendations.

**Minimum Education & Experience**

Bachelor’s degree with emphasis in accounting, statistics, economics, or business, as determined by position plus agency specified years of experience. In addition to minimum requirements defined for lower levels, hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment. Certain jobs types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC6007	Fiscal Svcs VII	Grade 108
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**Level Definition:**

Work at this level involves providing professional services that include a broad scope and a variety of subjects for an agency and/or supervision of others. Work is multi-disciplinary, and assignments address complex issues, problems, and/or systems. The work is substantially more difficult than the prior level because of the unusual nature, magnitude, or overall impact on the agencies mission. Most often will supervise others work.

**Jobs at this level include:**

Auditor V, Accounting Mgr II, Fiscal & Investment Officer

**Knowledge Skills & Abilities**

The following are in addition to KSAs for lower levels – Expert knowledge in fiscal, audit, budgeting, investment, and/or tax rules and procedures. Expert ability to develop, interpret, and evaluate policies and procedures. Expert level knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Ability to implement new and ongoing program initiatives.

**Minimum Education & Experience**

Bachelor’s degree with emphasis in accounting, statistics, economics, or business, or related degree, as determined by position, plus agency specified years of experience. In addition to minimum requirements defined for lower levels, hiring agency may specify education, experience, and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment. Certain jobs types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

*Job family descriptions are not to be used as the sole determinant for classification assignment. Classification analysis includes a review of the job family description, comparisons to other state-wide positions, review of the job description and classification request, organizational structure, and agency information.*

