

Specification for Class of

FISCAL TECHNICIAN

Abolished Effective February 10, 2006

Definition: Performs a variety of manual or automated fiscal record keeping tasks. Processes, balances and enters financial source documents which includes travel vouchers, field orders, invoice vouchers, and/or payroll documents. These functions involve calculating and applying simple cost allocations.

Distinguishing Characteristics: Fiscal Technicians are typically not responsible for in-depth analyzing or interpreting accounting data, rules or regulations, or designing accounting systems, or related non-routine reports for management. Such tasks are normally performed by accountants.

Typical Work

Verifies and corrects travel vouchers;

Obtains warrants;

Enters financial data to accounting systems;

Prepares field orders and invoice vouchers and/or journal vouchers;

Verifies and adjusts vendor claims and certifies for payment;

Prorates costs over several programs;

Balances deposit and withdrawl records to bank records;

Maintains expenses and sales records;

Enters and corrects payroll records;

Verifies and corrects payroll deduction reports;

Reviews payroll/time records prepared by others;

Batches documents and audits after data entry for accuracy;

Performs other work as required.

Knowledge and Abilities

Knowledge of: basic accounting practices and modern office technology.

Ability to: apply practical accounting techniques; process large quantities of fiscal data; communicate effectively in a team environment and operate a computer.

Desirable Qualifications

High school diploma or GED certificate and one year of fiscal experience.

OR

Fifteen quarter or ten semester hours of college-level accounting.

New class (replaces Accounting Assistant 2, class code 1207):

Effective April 1, 1982

Added "note": 10-12-84

Revised definition, distinguishing characteristics and minimum qualifications: 7-1-97

Revise definition and title change (formerly Fiscal Technician - Accounting): 11-14-97

Change minimum qualification to desirable qualification: 5-9-01