

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3051

FISCAL TECHNICIAN II

Abolished Effective February 10, 2006

BASIC FUNCTION

Process manual or automated fiscal documents, reports and records; compute, reconcile, adjust, review, audit and enter financial and statistical data to maintain accounting, budgeting, cashiering, purchasing and payroll records and reports.

DISTINGUISHING CHARACTERISTICS

Fully-qualified working level. Under general supervision, perform assigned tasks. Work is reviewed upon completion.

TYPICAL WORK

Perform required computer file maintenance to post disbursements to allotment and expenditure general ledgers; post subsidiary ledgers and accounts daily to include daily sales, returns and payment;

Maintain computerized accounting records which include general ledger, transaction journal, cash receipts subledger, accounts receivable and accounts payable and disbursements ledgers; make required end-of-month closings, review and correct computer output, assist in preparation of periodic fiscal statements;

Make computations, run totals and projections for budget requests, reconcile and adjust accounting records;

Maintain payroll computer records and files for changes in rates of pay and deductions; reconcile and adjust payroll reports;

Assist in the preparation of fiscal statements and reports, prepare and input data and reconcile computer output;

Follow-up deliveries of ordered material and merchandise; review and audit invoices; input invoices for payment;

Maintain student account records; record payments and bill past due accounts, submitting billings for tuition, fees and books;

Maintain records, enter changes, compile and issue periodic reports for special funds or grants and contracts, student aid programs, payroll, purchasing, accounts payable, accounts receivable or other specialized accounting activities;

Close old accounts under direction of an authorized official; adjust accounts as instructed;

Perform the duties of Fiscal Technician I;

Perform related duties as required.

MINIMUM QUALIFICATIONS

High school diploma, or GED certificate AND fifteen quarter hours or ten semester hours of college-level accounting or bookkeeping; AND one year of full-time experience as a Fiscal Technician I, or equivalent including keyboarding experience or training. An Associate of Arts Degree, or equivalent, in accounting or business may substitute for six months of required experience.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

New Class: 1-03-73

Revise Class: 5/1/82

Revise Class/Title: 1-18-88

Revise MQ: 7-2-90