

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3052

FISCAL TECHNICIAN LEAD

**Abolished Effective February 10, 2006**

BASIC FUNCTION

Lead technical and clerical support staff in assigned fiscal duties.

DISTINGUISHING CHARACTERISTICS

Regularly assign, instruct and check the work of technical/clerical support staff in accounting, budgeting, payroll, purchasing and cashiering.

TYPICAL WORK

Interpret payroll, accounting, budgeting, purchasing and cashiering policies;

Coordinate fiscal operations with data processing personnel as required;

Review and verify work for procedural compliance and accuracy; investigate discrepancies, and correct errors;

Authorize, review, enter, and analyze fiscal transactions and reports;

Recommend or perform computer file maintenance to post various general and subsidiary ledger accounts;

Perform the duties of Fiscal Technician III;

Lead staff in a specialized unit as part of a total fiscal operation;

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 two years of full-time experience as a Fiscal Technician, or equivalent, including experience using accounting related software.

An Associate of Arts Degree, or equivalent, in accounting or business may substitute for one year 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/Title: 5/1/82

Revise Class/Title: 1-18-88

Revise MQ: 7-2-90