

**CLASS SPECIFICATION
Fiscal Services Specialist
Code Number: _____**

GENERAL PURPOSE

Under general direction, performs a variety of programmatic and financial responsibilities in support of Commission fiscal services functions; plans, coordinates, supervises and participates in the work of centralized procurement to include inventory control, warehousing, centralized contract monitoring and overseeing the work of contractors; may supervise technical staff involved in accounting support activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class is distinguishable from other financial, purchasing, and administrative related classifications in that it has responsibility for performing a variety of functions that require knowledge, understanding and ability to apply pertinent principles and practices across these areas. The duties and responsibilities are carried out with independence and within varied policies, procedures and guidelines. An incumbent is expected to demonstrate technical and analytical skills and apply them within a broad range; seek resolutions within areas of assigned responsibility; and exercise independent judgment in making recommendations to management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Performs responsible analyses and technical support in the development, implementation and administration of fiscal services responsibilities; provides oversight, analysis and stewardship for designated program activity funds.

Researches, compiles and analyzes data; develops findings and conclusions from analyses; reviews financial/statistical information for compliance with guidelines; prepares and submits reports and recommendations.

Maintains and ensures adherence to the Commission's procurement and inventory control procedures and standards; maintains fixed asset and other subsidiary ledgers; prepares journal entries for the acquisition and disposal of fixed assets; tracks fixed asset purchases against budget; periodically reconciles fixed asset and special fund schedules to accounting records.

Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Commission personnel policies and Memoranda of Understanding.

Reviews contractual arrangements to determine and establish appropriate accounting records and transactions to record financial and other obligations to the Commission and its co-contractor(s).

Drafts contracts and monitors compliance; maintains required records and statistics; develops new program elements or modifies to meet section and Commission goals.

Prepares spreadsheets for analyzing, tracking, and generating reports.

Reviews invoices and annotates appropriate funding source.

Plans, coordinates, and supervises the work of staff and contractors responsible for delivery of mail, messenger and other delivery services.

Oversees and coordinates the requisition and purchase order processing for supplies, material, equipment, furniture and services; approves purchase orders and requisitions for section expenditures.

Drives to Commission sites to perform on-site supervision and inventory.

Performs special studies, analysis and administrative work as assigned in support of the Financial Services Manager and staff.

OTHER DUTIES

Drafts purchasing and facilities policies and procedures for approval; analyzes, recommends and implements new and revised work processes and procedures to improve the efficiency and effectiveness of section operations and service to its internal customers.

Provides information and assistance to other sections on purchasing and procurement issues.

Performs special studies, analyses and projects as assigned.

Assists the Department Manager in managing and administering functional activities.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and terminology of governmental procurement, purchasing, warehousing, and inventory control; Accounting Standards and requirements applicable to Commission operations; laws and regulations relating to procurement, purchasing and financial administration in public agencies; auditing principles and practices; principles and practices of business data processing particularly related to the procurement and inventory control functions and processing of accounting information and interpretation of input and output data; uses and operations of spreadsheet and other standard business software; the operations and requirements of the Commission's automated general ledger system; Commission administrative regulations, personnel policies and Memoranda of Understanding; principles and practices of effective supervision.

Ability to:

Operate a computer and standard business software, including general ledger, inventory control software and utilize advanced functions of applicable spreadsheet and other standard financial and business software; verify the accuracy of financial data and information; analyze, balance and reconcile financial data and accounts; analyze and make sound recommendations on data and operations; understand, interpret, explain and apply Commission, state, and federal laws and regulations governing Commission financial accounting, reporting, record keeping, purchasing and related activities; develop and implement procurement and inventory control policies and procedures; understand and accurately use the Commission's Chart of Accounts; make accurate arithmetic calculations and analyses; prepare clear, concise, comprehensive and complete financial documents, statements, reports and written materials; exercise sound judgment within general policy guidelines; establish and maintaining effective working relationships with all levels of Commission management, employees, vendors, contractors funding source representatives and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in finance, business administration, public administration, or a closely related field; and at least two years of progressively responsible accounting, purchasing, budgetary or administrative analysis experience involving the use of personal computers, spreadsheets and other standard financial and business software; or an equivalent combination of training and experience. Experience in a governmental setting is preferred.

Licenses; Certificates; Special Requirements:

A valid California driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand and regularly lift up to 10 pounds, and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple tasks with frequent interruptions; and interact with Commission managers, employees, vendors and contractors.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions.