

FISCAL ACCOUNTS TECHNICIAN, ADVANCED

Code: 2119
Grade: J9

I. NATURE OF WORK:

A Fiscal Accounts Technician, Advanced is the advanced level work of reconciling agency accounting systems to fiscal control systems or developing automated spreadsheets, ledgers and reports or identifying budget trends and recommending budget realignments. This position may assist lower level Fiscal Accounts Technicians in training, correcting complex issues and implementing new procedures. Employees in this classification may perform fiscal responsibilities for other unit areas including, but not limited to Trust/Guardianships and Procurement. Employees in this classification do not supervise.

Employees in this classification receive general supervision from a Fiscal Account Technician Supervisor, Manager or Administrative Official.

The Fiscal Accounts Technician Advanced is differentiated from the Fiscal Accounts Technician, Lead in that the Fiscal Account Technician Lead has full lead responsibilities that includes assigns, reviews, and approves the work and trains lower-level Fiscal Accounts Technician and related support staff.

II. MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Three years of fiscal or accounting experience; two years of experience must be reconciling agency accounting systems to fiscal control systems or developing automated spreadsheets, ledgers and reports using accounting software packages or identifying budget trends and recommending budget realignments.

Note: Six credit hours in accounting from an accredited college or university may be substituted for one year of the required experience.

III. EXAMPLES OF WORK: (Examples are illustrative only)

Examines financial data to identify interrelationships and trends and devises procedures to increase the reliability and usefulness of the data;

May perform duties involving Trust and Guardianships duties, and Procurement duties (monitoring and ordering of office supplies, acceptance of bids, etc.)

Designs report formats and summarizes financial data in periodic and special reports;

Meets with professional fiscal staff and program managers to discuss and resolve accounting and budgetary issues;

Provides technical guidance and direction concerning fiscal policies and procedures to fiscal clerical staff in various units of an agency;

Reconcile agency accounting systems to fiscal control systems on a periodic basis by comparing the reports of the two accounting systems, locating and researching differences, tracing discrepancies to source documents, making necessary adjustments and maintaining an audit trail;

Develops, updates and implements automated spreadsheets, ledgers and reports for use by other fiscal staff including layout and user instructions using accounting software packages;

Assists in budget preparation by compiling prior necessary data and calculating current funding requests based on agency needs and adjustments for inflation and other variables;

Reviews budget submissions or financial statements from other agencies or grantees for completeness, accuracy and compliance with established procedures and regulations;

Reviews and verifies source documents such as bills, receipts, transmittal sheets, invoices, benefit claims, vouchers, purchase orders, check registers, payroll reports and requisitions for application to proper agency accounts;

Computes credits and debits for accounts according to standardized codes, regulations and procedures promulgated by internal and external fiscal control entities;

Researches discrepancies in account balances by retrieving and examining original chronological records for miscalculations or posting errors;

Corrects inaccuracies in account balances and adjust accounting records to balance with source document totals;

Maintains appropriations ledgers or grant ledgers and approve expenditures based on compliance with established guidelines and fund availability;

May recommend and process budget modifications, budget supplements and budget amendments;

May prepare budget projections by compiling and reviewing past and current budget data and estimating future budget needs;

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May prepare grant status of funding reports and request the drawdown of funds;

May perform lead duties and responsibilities in the absence of a unit's Lead or Supervisor;

Performs other related duties.

IV. PHYSICAL DEMANDS:

Work is essentially sedentary with occasional walking, standing, bending and carrying items under 25 pounds such as books, papers, and small parcel.

Travel may be required for this position in order to perform the essential duties of this position to include training of fiscal staff in other work locations.

V. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the capabilities and applications of commonly used automated accounting software packages;

Knowledge of governmental budget methods and procedures related to expenditure projection and monitoring;

Knowledge of the principles and practices of bookkeeping;

Knowledge of the organization of common books of accounts and the process of monitoring financial records;

Skill in researching discrepancies in accounting and budgetary data and making necessary adjustments;

Skill in using automated accounting software packages;

Ability to identify interrelationships and trends in financial data and reports;

Ability to implement automated accounting software packages;

Ability to set up and maintain spreadsheets and ledgers;

Ability to develop report formats and prepare financial reports;

Ability to communicate effectively;

Ability to establish and maintain effective working relationships with agency fiscal staff, program managers, grantees and representatives of fiscal control agencies.

VI. LICENSES, REGISTRATIONS, AND CERTIFICATES:

None Required.

APPROVED: _____
Executive Director Date
Maryland Judiciary Human Resources Department

Class specifications are broad descriptions covering groups of positions.
Individual position descriptions specifically address the work of each position.

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