

FISCAL ACCOUNTS TECHNICIAN II

Code: 2118
Grade: J8

I. NATURE OF WORK:

A Fiscal Accounts Technician II is the full performance level of work reconciling agency accounting systems or developing automated spreadsheets, ledgers and reports or identifying budget trends and recommending budget realignments. Work may require reviewing, verifying, recording, adjusting, and balancing financial transactions as needed. Employees in this classification do not supervise.

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

The Fiscal Accounts Technician I and Fiscal Accounts Technician II are differentiated on the basis of degree of supervisory control exercised by the supervisor over these employees. The Fiscal Accounts Technician I performs duties under close supervision at times and under general supervision at other times depending on the complexity of the specific duty being performed and the Fiscal Accounts Technician II performs the full range of duties under general supervision.

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; one year 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 college credits 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;

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;

Reconciles 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;

Recommends and processes 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;

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

May assist in the training of subordinate Fiscal Accounts Technician and related support staff;

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.

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.

Adoption Date: _____ November 2008 _____

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