

FISCAL ACCOUNTS TECHNICIAN, MANAGER

Code: 2124
Grade: J13

I. NATURE OF WORK:

A Fiscal Accounts Technician, Manager is the managerial 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. Employees in this classification supervise other Fiscal Accounts Supervisors and/or manages an independent Accounting Unit commonly found in a large size court/jurisdiction with multiple court locations. Employees in this classification will have oversight of the Accounting Area Specialist function in a designated jurisdiction.

Employees in this classification receives managerial supervision from an Administrative Official.

This Fiscal Accounts Technician, Manager is differentiated from the Fiscal Accounts Technician Supervisor on the basis of supervisory responsibility. The Fiscal Accounts Technician Manager directly supervises Fiscal Accounts Technician Supervisors while the Fiscal Accounts Technician Supervisor directly supervises lower-level Fiscal Accounts Technicians.

II. MINIMUM QUALIFICATIONS:

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

Experience: Six years of fiscal or accounting experience; five 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, including one year of supervisory or lead experience.

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)

Plans, directs and administers fiscal activities of an agency or fiscal control entity in accordance with applicable laws, rules, regulations, policies and procedures;

Plans, coordinates, supervises and evaluates the work of Fiscal Accounts Technician Supervisors and related support staff;

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Develops, implements and manages new and revised automated and manual fiscal operations policies and procedures in conjunction with professional fiscal staff;

Develops and manages training programs for subordinate staff;

Directs the preparation of trial balances and periodic and special reports for use by management and for inclusion in fiscal year close-out;

Contacts fiscal control agencies to obtain clarification of accounting policies and procedures and to resolve major discrepancies in agency financial records;

Responds to inquiries from agency fiscal staff, agency management, fiscal control agencies, vendors and the general public related to the status of financial records;

Meets with fiscal staff, unit supervisors, and Administrative Officials to discuss and resolve accounting and budgetary issues;

Assists auditors who examine agency accounts by providing source documents, summarized data, audit trails and periodic reports for their review;

Assists data processing staff in automating fiscal procedures by describing the work process, defining the input and output requirements and testing the accuracy of the completed work products;

May assist accounting professionals by overseeing the reconciliation of agency accounts to fiscal control accounts or the development of automated spreadsheets, ledgers and reports using accounting software packages or the identification of budget trends and recommendation of budget realignments;

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;

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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;
Extensive knowledge of governmental budget methods and procedures related to expenditure projection and monitoring;
Extensive knowledge of the principles and practices of bookkeeping in order to review, verify, record, adjust, and balance financial transactions;
Extensive knowledge of the organization of common books of accounts and the process of monitoring financial records;
Skill in interpreting and applying fiscal operating policies and procedures and in resolving operating problems that require deviation from established policies and procedures;
Skill in identifying interrelationships and trends in financial data and reports;
Skill in implementing automated accounting software packages;
Skill in resolving problems associated with incomplete, inaccurate or conflicting source data and in reconciling and correcting errors in specialized accounts;
Skill in managing work time efficiently and effectively under deadlines;
Skill in using a computer or business machine to access, input and extract data;
Skill in preparing periodic and special financial records reports;
Ability to communicate effectively;
Ability to establish and maintain effective working relationships with agency fiscal staff, program managers, grantees, payroll personnel, vendors, and representatives of fiscal control agencies;
Ability to plan, coordinate, supervise and evaluate the work of Fiscal Accounts Supervisors and Technicians.

VI. LICENSES, REGISTRATIONS, AND CERTIFICATES:

None Required.

APPROVED: _____
Executive Director
Maryland Judiciary Human Resources Department

_____ Date

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

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