

FISCAL ACCOUNTS TECHNICIAN, SUPERVISOR

Code: 2123
Grade: J12

I. NATURE OF WORK:

A Fiscal Accounts Technician, Supervisor is the supervisory 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 lower-level Fiscal Accounts Technicians and related support staff.

Employee in this classification receives general supervision from a Fiscal Accounts Technician Manager or Administrative Official.

The Fiscal Accounts Technician Supervisor is differentiated from the Fiscal Accounts Technician Lead in that the Fiscal Account Technician Supervisor has the full supervisory responsibility for lower-level Fiscal Accounts Technicians while the Fiscal Account Technician Lead has oversight responsibilities that includes assigns, reviews, and approves the work and trains lower-level Fiscal Accounts Technician.

II. MINIMUM QUALIFICATIONS:

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

Experience: Five years of fiscal or accounting experience; four 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)

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

Trains subordinate Fiscal Accounts Technicians, Fiscal Accounts Technician, Leads and clerical support staff;

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Maintains, updates and assists in implementing fiscal policies and procedures;

Reviews, approves, and process time sheets and leave requests;

Reviews and approves report formats and periodic and special reports prepared by lower level Fiscal Accounts Technicians;

Meets with fiscal staff, program managers or Administrative Official to discuss and resolve accounting and budgetary issues;

Provides technical guidance and direction concerning fiscal policies and procedures to lower level Fiscal Accounts Technicians and fiscal clerical staff in various units of an agency;

Recommends changes or modifications to established fiscal processes or methods to improve efficiency of operations;

Reviews and approves agency accounting systems reconciliation to fiscal control systems;

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;

Contacts fiscal control agencies such as the Department of Budget and Management and Comptroller for clarification of accounting policies and procedures;

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

May oversee the review of budget submissions or financial statements from other agencies or grantees for completeness, accuracy and compliance with established procedures and regulations;

May oversee the maintenance of appropriations ledgers or grant ledgers and the approval of expenditures based on compliance with established guidelines and fund availability;

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May review and approve the processing of budget modifications, budget supplements and budget amendments;

May review and approve the preparation of budget projections;

May review and approve the preparation of grant status of funding reports and the request for the drawdown of funds;

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;
- Skill in identifying interrelationships and trends in financial data and reports;
- Skill in implementing automated accounting software packages;
- Skill in setting up and maintain spreadsheets and ledgers;
- Skill in developing 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;
- Ability to plan, coordinate, supervise and evaluate the work of Fiscal Accounts Technicians.

VI. LICENSES, REGISTRATIONS, AND CERTIFICATES:

None Required.

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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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