

## HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3050

FISCAL TECHNICIAN I

**Abolished Effective February 10, 2006**

### CLASS SERIES CONCEPT

Perform or be responsible for repetitive fiscally related duties in a computerized environment. Incumbents may be assigned to one specific function or perform duties in more than one functional area, such as: Accounts Receivable, Accounts Payable, Purchasing, Cashiering, Payroll, Grants and Contracts, Student Aid, Fixed Assets, Revenue, and General Accounting, or rotate from one functional area to another.

### BASIC FUNCTION

Prepare, review, verify and process fiscal/accounting documents. Perform basic computing, calculating and manual or automated posting of financial, statistical and other numerical data to maintain accounting, budgeting, cashiering, purchasing and payroll records/reports and to record details of business transactions in a computer enhanced environment.

### DISTINGUISHING CHARACTERISTICS

Under direct supervision, perform routine fiscally-related work using established procedures.

### TYPICAL WORK

Review employee travel vouchers for completeness; verify per diem, mileage and other expenses; verify extensions for accuracy;

Type or input purchase order requests; verify field orders for price, extension, tax, and vendor information;

Balance and prepare routine reports such as monthly bank reconciliation reports, suspense reports, and cash over/short reports;

Prepare merchandise and service vouchers for payment; verify invoice and merchandise receipt by cross-checking with field orders; verify extensions of price and totals, discounts, tax charged, credit memos applied, budget number and vendor code;

Process employee time records; maintain payroll records; enter adjustments for change in rate of pay and deductions;

Prepare and edit input and output of computerized fiscal data and make corrections as required to maintain integrity of computer reports and files;

Operate calculator, computerized equipment, typewriter, and cashiering equipment;

Receive and total daily cash receipts, maintain cash ledgers and journals, prepare bank deposits and prepare form letters for collection of NSF checks;

Perform related duties as required.

#### MINIMUM QUALIFICATIONS

High school diploma, or GED certificate; AND fifteen quarter hours or ten semester hours of college-level accounting or bookkeeping. Eighteen months of equivalent experience may substitute for required college-level course work.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

New Class: 1-03-73

Revise Class: 5/1/82

Revise Class/Title: 1-18-88

Revise MQ: 7-2-90