

**FINANCIAL SPECIALIST
TITLE SERIES DEFINITIONS**

I. DEFINITIONS

This is a multiple objective level series with three different classification levels.

FINANCIAL SPECIALIST

This is objective or entry paraprofessional Financial Specialist work.

Objective:

Positions allocated to this level work under close progressing to general supervision. Positions perform a combination of routine tasks such as cash and check handling, preparing and securing deposits, limited collection activities, basic account reconciliation, error identification, file fiscal documents, and data entry into financial systems / databases. These positions answer routine customer service questions on accounts and may disburse checks.

Entry:

Positions at this level perform work similar to that described at the Senior level under close progressing to limited supervision. Emphasis is placed on learning and applying the state statutes, administrative codes, policies and procedures related to the financial program.

FINANCIAL SPECIALIST-SENIOR

Positions allocated to this level work under general supervision to provide Specialized financial program support. This is the full performance/ objective level for positions that have the necessary experience, training and knowledge in the financial and accounting related functions identified below. Positions perform routine, semi-routine and / or complex duties in their assigned financial program area such as: accounts payable, accounts receivable, purchasing, purchasing-card (p-card) administration and audits, travel expense reimbursement processing, assignment of accounting or funding codes, review of invoices and / or payments with contracts and purchase orders, validation of transaction validity and accuracy (auditing), resolution of financial errors, monitor encumbrance balances, generation and / or reconciliation of reports, collection duties (e.g., initiates collections on accounts that are past due), administration of grant support activities (e.g., grant account reconciliation and monitoring), customer service / consultation to vendors and agency staff on general program rules and requirements, and entry of journal vouchers into a financial system. Positions may serve as the second reviewer / approver of routine or semi-routine financial transactions (e.g., invoices, purchasing card logs, reimbursements). These positions may act as a resource for other Financial Specialists, among others.

FINANCIAL SPECIALIST-ADVANCED

Positions allocated to this level work under general supervision. These positions perform the most complex financial specialist duties with the highest level of independent judgment and discretion and the greatest consequence of error. Work at this level requires detailed analysis and understanding of complex financial program details and the ramifications of actions while working within multiple

funding sources which may include the interaction between appropriations and various financial systems.

Positions perform complex duties for the majority of the time such as: accounts payable and accounts receivable that have multiple diverse and/ or unique rules and regulations, asset management (e.g., equipment, property, infrastructure), reconcile reimbursements from external entity or agency (e.g., federal agencies, local municipalities, private companies, non-profits), and determine eligibility of disbursement of specialized funds.

Positions provide program support for the entirety of a financial program area and may have duties that include the following: negotiating contracts (e.g., purchasing, invoicing, projects, grant administration) with vendors, payments for collections, debt management programs (e.g., payment plans, lump sum payments).

Positions create and revise financial instructions and processes to assist in making recommendations to update policy, generate specialized and/or ad-hoc reports, and develop and / or provide training related to the financial program.

Positions serve as the second or final reviewer of complex financial transactions that could cross funding sources, require split disbursement/reimbursement, or are otherwise unique and require an advanced knowledge of state statutes, administrative codes, policies and procedures related to the financial program.

These positions may lead the work of, or act as a resource / consultant for, other Financial Specialists (or others) and may function as the agency subject matter expert for the program area.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.