

SECRETARY OF STATE CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES</u> Assistant Fiscal Officer	<u>SERIES NUMBER</u> 6652S
	<u>MAJOR AGENCIES</u> Secretary of State only	<u>EFFECTIVE</u> 04/02/2006

SERIES PURPOSE

The purpose of the assistant fiscal officer occupation is to oversee designated fiscal functions & accounts for Secretary of State.

<u>CLASS TITLE</u> Assistant Fiscal Officer	<u>CLASS NUMBER</u> 66521S	<u>PAY RANGE</u> 10	<u>EFFECTIVE</u> 04/02/2006
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CLASS CONCEPT

The full performance level class works under general supervision & requires considerable knowledge of accounting or business administration in order to manage & oversee designated fiscal functions & accounts & assist in development of fiscal policies & procedures in accordance with central accounting system for Office of Secretary of State.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Assistant Fiscal Officer	66521S	41	04/02/2006	10

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Manages & oversees designated fiscal functions & accounts (i.e., payroll/benefits, purchasing & accounts payable), assists in designing & updating agency fiscal policies & procedures in accordance with state's central accounting system, assists in preparation of budget reports, coordinates payroll processing, reviews & approves requests for temporary help, personal service contracts & travel expense reports & in absence of chief fiscal officer, assumes responsibility for supervision of fiscal staff.

Prepares & maintains fiscal & payroll records, inventory & supply reports & maintains copies of invoices & correspondence.

Serves as liaison with other state agencies on payroll & fiscal issues.

Performs variety of miscellaneous payroll/personnel activities (e.g., processes disability claims, health insurance enrollment & change forms, payroll deductions; issues health insurance identification cards; issues duplicate tax information upon request; coordinates U.S. Savings Bond drive within own agency).

MAJOR WORKER CHARACTERISTICS

Knowledge of accounting &/or business administration; applicable state laws, rules, procedures & standards governing fiscal &/or budgetary operations, purchasing & accounting*. Skill in use of adding machine & computer terminal. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare &/or edit technical fiscal reports, records & correspondence; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & contacts with vendors, employees & other state agencies.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in accounting or business administration.

-Or 2 yrs. trg. or 2 yrs. exp. in accounting, fiscal &/or budgetary management (e.g., bookkeeping, purchasing, payroll processing).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Not applicable.