



Job Classification Description

**FISCAL SPECIALIST/CCV
Non-Bargaining Unit**

**GRADE 11
Exempt**

BASIC FUNCTION

Carry out a variety of accounting, purchasing, and financial reporting functions for the college.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Issue purchase orders, research goods and services, obtain estimates and bids, prepare cost/quality comparisons and determine or make recommendations regarding best sources. Purchase supplies, equipment and service contracts in accordance with approved purchase requisitions, track status of purchase orders, receive invoices, and verify delivery of goods/services.
- Manage, coordinate, and monitor major operational projects and/or operations within the Business Office. Play a key role in developing and modifying systems, procedures and policies.
- Prepare detailed analysis of various items of expense including, but not limited to, utilities, equipment, supplies, etc. Confirm accurate billing from vendors. Recommend changes for cost reduction and efficiency.
- Perform various general accounting duties for college grants and contracts, including preparation of budgets, internal management reports, and reports for governmental agencies, contracting entities, private foundations, etc.
- Confer regularly with supervisor, other Business Office staff, and CCV site staff and regional directors to plan, coordinate and evaluate systems/activities/policies, exchange information, investigate and resolve problems; explain policies and procedures and the like.
- Perform general accounting functions, including assistance with monthly closing of fiscal records, preparation of monthly and quarterly reports, preparing journal entries and monthly account reconciliations.
- Perform other Business Office functions as assigned.

SUPERVISION EXERCISED

Administrative and functional supervision of staff members within assigned areas of the Business Office.

SUPERVISION RECEIVED

General supervision is received from the Business Manager and/or other members of the Business Office management team.

MINIMUM QUALIFICATIONS

Associates degree in accounting, bachelor's degree in business administration, accounting or other appropriate discipline, plus three to five years relevant experience or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base knowledge and skills related to maintaining complex manual and computerized records systems. Familiarity with data base technology and applications, file import/export functions and use of computer spreadsheets.
- Relevant technical knowledge of accounting and bookkeeping principles and methods.
- Good writing, math, analytical and problem-solving skills.
- Good organizational and administrative skills.
- Ability to deal effectively with a wide range of administrators, staff and students, as well as outside vendors, contractors and insurance companies/agencies, often regarding highly sensitive or confidential matters.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.