



## Job Classification Description

**FISCAL SPECIALIST  
VSC UP - PAT Bargaining Unit**

**GRADE 11  
Non-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, verify delivery of goods/services.
- Maintain detailed records of fixed assets for purposes of loss control and for accurate general ledger reporting of assets and depreciation expense.
- Prepared 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.
- Maintain insurance files, file accident reports pertaining to automobile collision and liability coverages, investigate liability incidents/claims and prepare general liability claim reports, investigate casualty damage incidents/claims, prepare damage claim reports and negotiate settlements with claim agents.
- 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.
- Perform other Business Office functions as assigned.

### **SUPERVISION EXERCISED**

None.

### **SUPERVISION RECEIVED**

Direct supervision is received from the Director of Business Services.

### **MINIMUM QUALIFICATIONS**

Associates degree in accounting or other appropriate discipline, bachelor's degree preferred, 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.**