

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position Title: Fiscal Specialist III

Reports To: Fiscal Manager

Supervises: None

FLSA Status: Non-exempt

Pay Grade: 5

General Duties:

The Fiscal Specialist III is the primary billing and receiving agent, responsible for administering the fiscal components of local, state and federal programs. Components include accounts receivable, accounts payable, inventory administration, payroll preparation, preparation and interpretation of standard financial reports, and contract/grant administration.

The Fiscal Specialist III works with other financial, program and management staff. Contact with employees within and outside other County Offices is also necessary. Communication with grant officials, government officials, and or financial staff of other agencies is required. Work is performed under minimal supervision and complex financial analysis of data is required. The Fiscal Specialist III may work with multiple program areas at any given time, however generally works within identified program areas.

Specific Duties and Responsibilities:

- Process requisitions/purchase orders. Responsible for invoice verification, coding invoices to the appropriate line item, insuring departmental allocations are accurate.
- Identifies the necessity of line item transfers and is responsible for preparation and follow-through of line item dollar transfers. Preparation of budget amendments as needed.
- Insures requisitions/purchase orders are filed in timely and orderly manner and within purchasing policy guidelines. Responsible for investigating questionable requests.

- Review employee timesheets for payroll processing – verifying department numbers and allocations, availability of benefit time, and compensatory time accrual. Responsible for payroll submission to County Payroll department in a timely and accurate fashion. May require conversion of payroll information from one software program to another.
- Prepares routine and special financial reports on an as needed basis. Reports are prepared utilizing information maintained in internal programs and/or County general ledger and/or outside sources (grant information).
- Perform cash “draw-downs” for a variety of programs within the RPC. Insures all appropriate paperwork is completed and filed.
- Works with program staff to prepare program-specific reports. Examples of such reports include, Head Start In-Kind, Mental Health Board quarterly reports and Rental Assistance program reports.
- Reconciles various Fund Accounts and prepares reports for program managers.
- Responsible for the purchasing of new equipment. Investigates equipment options, prices and agency needs. Presents managers with equipment options.
- Performs analysis of financial reports, presenting managers with financial projections. Alerts managers to possible departmental overruns or shortfalls.
- May be responsible for discussing/explaining financial reports and procedures to outside entities such as auditors and/or grantors.

Required Knowledge, Skills, Characteristics and Abilities:

- Preferred Bachelor’s degree with 5 years of experience.
- Requires Associate Degree in business, finance or related field with 10 plus years of experience.
- Experience with grants and/or governmental units preferred.
- Understanding of mathematics, accounting, and financial processes.
- Advance level knowledge of computer software programs, spreadsheets, internet, word processing, and report generating.
- Must demonstrate advance level skills with Microsoft Word and Microsoft Excel.
- Ability to follow written and oral instructions with minimal supervision.
- Ability to work well individually and as a team member
- Ability to establish and maintain good working relationships with team members and stakeholders.
- Ability to set work priorities and organize effectively to meet deadlines
- Possess excellent oral and written communication skills.
- Possess strong typing skills.
- Ability to read and interpret written policies and apply policies to practice.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting/standing at a desk approximately 90% of workweek.
- Prolonged periods of working on a computer.
- Ability to focus and concentrate on essential information for extended periods of time to complete job tasks.
- Frequent near-vision use for reading and computer work.
- Frequent use of hands for data entry, copying and/or filing tasks.
- Lift and carry equipment necessary to complete work, approximately 20 pounds.

Competencies:

- Accuracy - Pays close attention to detail to avoid errors or mistakes.
- Career Ambition - Has the motivation to strive for success and a vision for career plan. Seeks opportunities to develop self and career.
- Communication Skills - Communicates clearly, concisely and candidly with people at all levels of the organization; avoids vagueness, ambiguity and mixed messages.
- Compliance - Acts in accordance with and promotes the organization's existing and new rules and regulations.
- Cooperation - Is at ease working with fellow employee at all levels and in all roles. Avoids blaming others when problems occur. Gains the trust of others by being forthright and honest. Values the contribution of others
- Decision Making - Generating and evaluating alternatives before making a decision or taking action. Considers the risks associated with each option and selecting the option that has the best balance of risk and reward, encouraging input from others when it is appropriate.
- Ethical Conduct - Demonstrates a sense of corporate responsibility. Driven by positive moral principles that govern their approach to their work.
- Flexibility - Is versatile and able to handle multiple tasks. Demonstrates openness to new organizational structures, procedures and technology. Willing to switch to a different strategy or accept new ideas.
- Prioritization - Sets priorities with an appropriate sense of what is most important. Plans with an appropriate and realistic sense of the time demand involved.
- Time Management - Ability to plan and exercise conscious control over the amount of time spent over specific work activities. Develops or uses systems to organize and keep track of information (e.g., "to-do" lists, appointment calendars, follow-up file systems). Keeps clear, detailed records of activities related to accomplishing stated objectives. Status of one's own work is always known.

Work Environment:

- Office work will be performed in a cubicle environment sometimes involving distractions.

- Frequent use of computers, printers, phones, photocopiers, and filing cabinets.

Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The description contains examples of duties and responsibilities that may or may not be considered “essential functions” to a job or position within this job class. “Essential functions” are to be determined at the position or job level within each department. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Signature of Employee _____

Date _____

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