

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position Title:	Fiscal Specialist I
Reports to:	Fiscal Manager
Supervises:	None
FLSA Status:	Non-Exempt
Pay Grade:	3

General Duties:

The Fiscal Specialist I, is the primary billing and receiving agent, responsible for administering the fiscal components of local, state, and federal programs. The Fiscal Specialist I works closely and collaboratively with the fiscal and program staff and the County Auditor's Office. Areas of responsibilities include accounts receivables, account payables, inventory administration, and preparation of standard financial reports. The ability to work autonomously and analyze data is required.

Specific Duties and Responsibilities:

- Process requisitions/purchase orders. Responsible for invoice verification, coding invoices to the appropriate line item, ensuring departmental allocations are accurate.
- File requisitions/purchase orders in timely and orderly manner and within purchasing policy guidelines.
- Prepare routine financial reports on an as-needed basis. Reports are prepared from information maintained in either spreadsheet programs or County general ledgers.
- Perform cash "draw-downs" for a variety of programs within the RPC.
- Ensures all appropriate paperwork is completed and filed.
- Works with program staff to prepare program-specific reports.

Required Knowledge, Skills, Characteristics and Abilities:

- Requires High School Diploma and 5 or more years of experience in a related fiscal area, or Associate Degree in business, finance, or related field with 1 to 5 years of experience.
- Requires knowledge of a variety of computer software programs – spreadsheets, internet, word processing, etc.
- Demonstrated ability to produce highly accurate and timely work.
- Experience with grants and/or governmental units if preferred.
- Ability to work well individually and as a team member.
- Ability to follow written and oral instructions with basic supervision.
- Ability to set work priorities and organize effectively to meet deadlines.
- 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.
- Lift and carry equipment necessary to complete work, approximately 20 pounds.
- Ability to make effective decisions that result in achieving goals of the department and organization.

Competencies:

- **Motivation to Succeed:** The willingness to take self-directed or self-motivated actions to do more than is expected in the job with the aim of improving job performance and finding or creating new opportunities. Actively looks for challenges and is committed to meeting them. Enables others to acquire the tools and support they need to continuously improve their respective performance levels. Shows eagerness to develop. Is proactive in searching for new opportunities for both, himself/herself and for the organization, and follows up on these. Is willing to go beyond the requirements of the job and take on responsibilities that are not considered his/her own.
- **Cultural Competency:** Demonstrates the ability and understanding to appreciate and interact with people from cultures or belief systems different from one's own such as age, gender, ethnicity, and race in the most fair and productive way.
- **Collaboration:** Ability to work cooperatively with others, to be part of a team, to work together, as opposed to working separately or competitively. Collaboration applies when a person is a member of a group of people functioning as a team, but not the leader. Acts to promote good working relationships regardless of personal likes or dislikes; breaks down barriers across groups; builds good morale or cooperation within the team, including creating symbols of group identity or other actions to build cohesiveness; encourages or facilitates beneficial resolution to conflict.
- **Communication Proficiency:** Demonstrates the ability to speak to a variety of audiences in an effective and understandable manner; presents complex program

related information to internal and external stakeholders; capable of communicating information in a variety of ways based on the audience.

- **Problem Solving/Analysis:** Even in the most complex situations, breaks down problems into their fundamental parts, identifies their root causes, analyzes costs, benefits, risks, and chances for success of potential solutions, and creatively attacks problems in ways that lead to innovative solutions.
- **Decision Making:** The thought process of selecting a logical choice from the available options. When trying to make a good decision, a person must weigh the positives and negatives of each option, and consider all the alternatives. For effective decision making, a person must be able to forecast the outcome of each option as well, and based on all these items, determine which option is the best for that particular situation.
- **Interpersonal Skills:** The qualities and behaviors a person uses to interact with others properly. An employee's ability to work well with others while performing their job. Knowledge of social expectations and customs. Sometimes described as social intelligence, which relies on paying attention to the actions and speech of others and interpreting them correctly as part of forming a response.
- **Time Management:** The process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. It involves a juggling act of various demands with the finiteness of time.
- **Ethical Conduct:** Demonstrates a sense of agency responsibility. Driven by positive moral principles that govern their approach to their work.
- **Attention to Detail:** Pays close attention to detail to avoid errors or mistakes.

Work Environment:

- Office work will be performed in an open cubicle environment sometimes involving distractions.
- Office work may also be performed in a home-work environment that meets compliance with the telecommuting policy.
- Frequent near-vision use for reading and computer work

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 particular 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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