

	Prior 7/1/2004	After 7/1/2004
Class Code:	1415	1415
Title:	Fiscal Assistant	Fiscal Assistant
Pay Grade:	16	N/A
Pay Band:	N/A	Office/Prog Supp
FLSA:	Non-Exempt	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### **Title: Fiscal Assistant**

#### **Job Summary:**

This is work performing a variety of clerical-accounting tasks.

#### **Example description of duties (not all inclusive):**

Calculates, prepares, and issues bills, invoices, account statements, and other financial statements according to established procedures.

Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.

Classifies, records, and summarizes numerical and financial data in order to compile and keep financial records.

Compares computer printouts to maintained journals in order to review fiscal documents for accuracy.

Posts details of business transactions into ledgers and compiles fiscal data.

Prepares routine fiscal reports listing account balance and transactions.

Keeps records of invoices and supporting documents.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.