

	Prior 7/1/2004	After 7/1/2004
Class Code:	1418	1418
Title:	Senior Fiscal Assistant	Fiscal Specialist
Pay Grade:	17	N/A
Pay Band:	N/A	Office/Program Support
FLSA:	Non-Exempt	Non-Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Fiscal Specialist

Job Summary:

This is work reviewing and/or performing specialized clerical-accounting transactions.

Example description of duties (not all inclusive):

Reviews and signs fiscal documents.

Balances and reconciles subsidiary accounting records.

Collects data for budget projections and/or requests for release of funds.

Assembles, researches, verifies, and corrects data.

Coordinates the clerical-accounting workflow of an accounting section.

Prepares non-routine fiscal reports.

Debits, credits, and totals accounts on computer spreadsheets and databases.

Compiles statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and payroll.

Processes payments made by checks, credit cards, wires, and/or cash.

Reviews documents, such as purchase orders, travel vouchers, or student and library fees in order to compute charges due.

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 three years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.