



JOB TITLE: Fiscal Specialist

AAA/12

DEPARTMENT(S): Area Agency on Aging

JOB SUMMARY: This position is responsible for the preparation and maintenance of accounting records and the submission of financial reports in compliance with the Regional Commission's contracts with pertinent state agencies.

MAJOR DUTIES:

- o Enters monthly information into Aging's database.
- o Analyzes monthly information entered into Aging's database to ensure accuracy.
- o Compiles and submits monthly reimbursement reports to pertinent state agencies.
- o Prepares and records check requests for service providers.
- o Prepares and records journal entries to subsidiary ledgers.
- o Prepares financial statements and reconciles general ledger balances.
- o Ensures that expenditures are within budget.
- o Maintains inventory of Aging computers and equipment.
- o Coordinates meetings and prepares minutes if assigned.
- o Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections, utilizes word processing, spreadsheet, or other software programs.
- o Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

- o Performs miscellaneous fiscal and programmatic tasks, as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of public financial administration.
- o Knowledge of relevant state and federal laws, rules, and regulations.
- o Knowledge of the Commission's policies and procedures.
- o Knowledge of government finance, accounting, and budgeting principles and procedures.
- o Skill in preparing and presenting financial and administrative reports.
- o Skill in operating a computer and word processing and spreadsheet programs.
- o Skill in operating standard office equipment.
- o Skill in analyzing and interpreting financial administrative data.
- o Skill in interpersonal relations.
- o Skill in oral and written communication

SUPERVISORY CONTROLS: The Area Agency on Aging Director assigns work in terms of general instructions and spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include Generally Accepted Governmental Accounting Standards, state agency contractual requirements, and Commission policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related technical accounting duties. Strict regulations and the need for accuracy contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to manage financial records. Successful performance helps ensure the accuracy and timeliness of financial transactions and records.

PERSONAL CONTACTS: Contacts are typically with co-workers, representatives of other government agencies, auditors, service providers, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with having held a similar position for two to four years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained therein is merely an attempt by the Southern Georgia Regional Commission to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employee's Signature: _____ *Date:* _____

Supervisor's Signature: _____ *Date:* _____