

JOB FAMILY CONCEPT

This family consists of four levels of fiscal work – entry level through advanced technical support and supervision. Levels are distinguished based on the complexity and scope of responsibilities, the degree of specialization, and the degree of independent functioning. This job family is distinguished from the Fiscal Professional job family by the primary responsibility for performing technical fiscal tasks. The Fiscal Technician job family addresses responsibility for the following functions:

- Data Entry
- Account review and reconciliation
- Maintenance and reporting of financial data
- Processing transactions for payment
- Financial and regulatory compliance

•
•

•

•

and maintenance
administration

may involve one or more of the functions listed, and may include

adjust, review, audit and enter financial and statistical data to maintain
g, cashiering, purchasing, travel, payroll records, and reports
activities
n accounts
e accounts
enter functions

Level 3
PCLS: 02403

Grade 77
Non-Exempt

Descriptors

Work is performed under intermittent supervision. Apply problem solving, research, and analytical skills to systems, procedures, and accounts that are greater in complexity* and scope*; which may include unrestricted funds, grants, contracts, private funds, special funds, revenue, and multiple funding sources. Interpret and a

FISCAL TECHNICIAN
Job Classification
Adopted: March 23, 2003
Revised: July 1, 2009