

Fiscal Services Specialist

JOB FAMILY DEFINITION

This classification falls within the Fiscal Services Support Job Family, encompassing a range of work in which incumbents are responsible for providing accounting operations and transaction processing support related to client payroll/benefits, procurement, trust, account payable, and general ledger functions of the Judicial Council directly as well as on behalf of client courts. The class represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

Incumbents, as assigned, are responsible for providing accounts payable and transaction processing support for the judicial branch directly, as well as on behalf of client courts. This includes, but is not limited to, reviewing and disbursing invoices for payment of goods and services in preparation for payment; verifying required documentation, approvals, fund availability, or encumbrance. Work also includes verification of document completeness against procurement documentation or authorization and numerical accuracy.

DISTINGUISHING CHARACTERISTICS

The Fiscal Services Specialist is distinguished from the Fiscal Services Coordinator in that the Fiscal Services Specialist focuses only on reviewing, disbursing, and coordinating accounts payable and transaction processing support (preponderance of the essential duties performed). Whereas, the Fiscal Services Coordinator performs more complex accounting operations and/or system support tasks in a specialized area, exclusively or in addition to other tasks. This specialized accounting support performed by the Fiscal Services Coordinator includes, but is not limited to, payroll/benefits, trust accounts, and related system issues for client courts; assisting with month-end and year-end closing activities; coordinating the financial document routing/approval process and more complex account payable transactions. The Fiscal Services Coordinator also carries out formal procurement activities as the official judicial branch representative. The Fiscal Services Coordinator goes beyond processing purchase order requests or invoices for accuracy and veracity as assigned in the Fiscal Services Specialist class to coordinate assigned procurement processes in their entirety or review and compile invoices and expenses.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Reviews and processes a variety of accounts payable and purchasing transactions for procedural compliance, numerical accuracy, verification of correct account code, inclusion of required approvals and documentation, purchase order and/or contract specifications (when used), and verification of funds availability or encumbrance. This includes, but is not limited to, invoices, travel expense claims, credit card and phone bills, conference payments, etc.
- Identifies exceptions and consults with supervisor and/or purchaser to resolve issues.
- Responds to questions and/or provides assistance to peers, supervisors, and customers for items such as, but not limited to, inquiries about invoice payment status, invoice and purchase order requisition processing procedures, and how to look up payments or purchase order information in the accounting system.

- Performs basic payable related reconciliations.
- Sorts and batches audited invoices and/or purchase order requisitions for approval and/or entry into the accounting system and/or tracking spreadsheets.
- Enters data into systems, logs, or documents; prepares reports, spreadsheets, or correspondence primarily used for tracking and recording transaction processing information.
- Maintains files and records of financial transactions such as, but not limited to, invoices, purchase orders, and requisitions, forms, and supporting financial documentation.
- Runs verification (claim schedules/reports) from accounting system.
- Executes check runs for payments, as assigned.
- Processes automated clearing-house (ACH) payments; processes out-of-cycle checks, as assigned.
- Prepares forms to correct errors and/or to stop payment on checks, as assigned.
- Provides orientation and guidance to new and existing staff, as assigned.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

Responsibilities across incumbents in this classification are covered in the “Examples of Essential Duties” list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific accounting and fiscal transaction processing tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Two (2) years of experience performing accounting operations work such as processing invoices and claims, document review and other related work.

OR

Associate’s degree, preferably in accounting or business-related field. *Additional directly related experience and/or education may be substituted on a year-for-year basis.*

LICENSING AND CERTIFICATIONS

- None

KNOWLEDGE OF

- Basic accounting and payment research methods;
- Basic filing and financial recordkeeping principles;
- Basic purchasing practices, as assigned;
- Basic arithmetic concepts;
- Communicating and/or presenting technical and/or procedural training information and materials to customers;
- Customer service principles;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Reviewing documents for accuracy and completeness;
- Researching, identifying and correcting clerical accounting transaction errors;
- Creating and organizing spreadsheets to communicate information clearly and simply;
- Preparing documents, including forms and logs;
- Accurately and quickly entering data;
- Providing customer service;
- Preparing documents and correspondence from templates;
- Exercising tact and diplomacy;
- Attention to detail;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, walking, reaching, standing, grasping, pushing, pulling, lifting, fingering, kneeling, crouching, stooping, seeing, hearing, talking, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*