

## FISCAL SPECIALIST

### General Statement of Duties

Performs varied and professional accounting functions in support of the finance operations of the Commission.

### Distinguishing Features of the Class

An employee in this class is responsible for a variety of accounting tasks to assure proper accounting for funds in various Commission programs. Duties include serving as primary contact for auditors; producing a variety of monthly and annual financial statements and reports; reconciling accounts to the general ledger; researching variances and generating journal vouchers; establishing and maintaining budgets for internal financial reporting; monitoring contractor invoices for appropriateness of expenditures; drawing down funds for programs; calculating cost allocations; year-end reconciliation and closeout of the general ledger; auditing Commission programs contractors for financial compliance; invoicing for Commission Services; and assisting the Assistant Director in budgeting and accounts set-up for all programs. Work is performed under regular supervision and is evaluated through observation, conferences, use of records, and audit of the records by an external auditor and by program monitors.

### Duties and Responsibilities

#### Essential Duties and Tasks

Provides technical assistance in maintaining and troubleshooting the Commission's accounting system; provides internal audit functions to assure good accounting controls.

Serves as primary contact for auditors and for monitoring of programs; provides information requested and answers questions about expenditures.

Produces a variety of financial reports and income statements for Boards and for staff; tracks funding sources and funds for participants; establishes and maintains budgets for internal financial reporting; establishes new GL accounts as required by contracts.

Reconciles accounts payable, accounts receivable, payroll and other accounts to the general ledger, comparing the general ledger to accounts or bank statements; research variances; generates journal vouchers as required to maintain correct GL account balances.

Calculates fringe, occupancy, indirect and various other costs to be allocated by program. Invoices other organizations for work performed by the Commission staff.

Completes a variety of tax reports including federal and state payroll taxes; produces and submits W-2's and 1099 forms.

Provides financial support to Commission programs; assists auditors and program monitors; provides budget and back-up documentation; prepares budget revisions.

Performs year-end reconciliation and closeout of the- GL.

Maintains monthly spend-out reports and processes cash drawdowns, reports expenditures by program year fund source.

Reconciles bank accounts; reconciles financial records with contractors' records and provides information for periodic reports.

Attends various conferences and training to improve knowledge and skills pertinent to the position.

#### Additional Job Duties

Fills in for other absent staff members.

Performs related duties as required.

### Recruitment and Selection Guidelines

#### Knowledges, Skills, and Abilities

Thorough knowledge of accounting principles and practices.

Considerable knowledge of federal requirements and grant program administration and or audit requirements.

Working knowledge of laws, general statutes, rules, and regulations governing specific commission accounting tasks.

Considerable knowledge of computer operations as they relate to assigned tasks including the use of various financial package applications and various spreadsheets.

Ability to compile, evaluate, and reconcile a variety of accounting records and reports.

Ability to provide leadership, training, and technical guidance to other staff.

Ability to perform a variety of fiscal or accounting functions and to change priorities quickly and maintain accuracy level.

Ability to develop and maintain working relationships with a variety of people including vendors, general public, and other employees and supervisors and to serve as a lead worker in providing technical guidance and/or teaching others.

Ability to communicate effectively in oral and written forms.

Ability to perform accounting processes with speed and accuracy.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to prepare data and statistics, work with accounting processes, operate a computer terminal, and do extensive reading.

#### Desirable Education and Experience

Graduation with a bachelors' degree in accounting, and professional level accounting experience preferably in the public sector; or an equivalent combination of education or experience.

Grade: 19

Salary Range: \$48,879 – \$84,200

Mid-East Commission  
06/16/2025

Job posting-immediate  
Open until filled