

 HUMAN RESOURCES OFFICE	BCT FISCAL SPECIALIST (Fiscal Specialist 2)		
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GENERAL DEFINITION

Under general supervision from the Dean of Business and Community Training (BCT), this position is responsible for providing a variety of complex and varied fiscal support and consult to department managers after grants/contracts have been implemented. Fiscal support functions include: analyze grants, contracts and other resources to ensure proper utilization of funds; review, approve and allocate monies spent to proper budget and category; establish and maintain comprehensive fiscal recordkeeping systems and generate reports; and act as a liaison between BCT with outside contractors, auditors and CCS administrative departments.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- *1. Provide fiscal support and consult to the Dean of BCT as well as department managers to ensure grants, contracts and business developed resources are used appropriately. Evaluate grants/contracts through comparison of actual performance with budgeted/planned objectives; research and determine causative factors in expenditure trends; formulate and recommend corrective action.
- *2. Interpret CCS, state/Office of Financial Management (OFM) and federal fiscal policies related to grants and contracts; ensure OFM and CCS rules and regulations are followed; interpret fiscal regulations and provide advice and assistance to managers.
- *3. Maintain manual and electronic fiscal records and resolve problems; review, approve and allocate monies spent to proper budget and category; ensure compliance with contract requirements, departmental, and/or institutional rules and regulations.
- *4. Audit and reconcile monthly, grant and contract accounts. Act as the main contact for the CCS District Business Office and BCT financial related matters. Generate reports as required.
- *5. Forecast fiscal needs/commitments; develop long-term planning documents; participate in the planning of new programs by conducting analysis of unit needs and resources and making revenue projections.
- 6. May assist in generating new grants and contracts.
- 7. Perform related duties as required.

*** Indicates this is an "essential duty" as defined by the Position Description Form on file.*

REQUIRED COMPETENCIES (MINIMUM QUALIFICATIONS)

- 1. Knowledge of financial management practices.
- 2. Ability to analyze financial data and make recommendations.
- 3. Ability to establish and maintain effective working relationships with faculty, staff, and BCT customers.

4. Effective oral and written communication skills.
5. Ability to use computer software in an office environment with an emphasis using automated spreadsheets and other tools for financial analysis and reporting.
6. Ability to work independently, good time management and prioritization skills.
7. Acceptance of the responsibility to promote the welfare and best interests of students at all times.
8. A demonstrable understanding and acceptance of the mission, values, goals and objectives of CCS.
9. The ability to perform assigned duties in a manner consistent with applicable laws, regulations and goals of the institution, community and technical college system.
10. A demonstrated understanding and value for the contributions that a diverse workforce can make to the success of the organization and the students we serve.

PREFERRED COMPETENCIES (DESIRED QUALIFICATIONS)

1. A Bachelor's degree in Business Administration or closely related field from an accredited institution.
2. (2) Two Years experience in providing financial management advice or related.
3. Grant and contract experience in a State or municipal agency environment.
4. Experience with the CCS FMS (Financial Management System).

PHYSICAL REQUIREMENTS - *Determined from the Working Conditions Analysis form (on file)*

Work is performed in an office environment which is adequately heated and ventilated. Work is sedentary in nature. Frequent use of computer and exposure to terminal screens in performing work assignments.

CONDITIONS OF EMPLOYMENT

Position is eligible for overtime
6 month Probation Period
Requires criminal background check
Position is covered under collective bargaining agreement