

ARIZONA CRIMINAL JUSTICE COMMISSION

1110 W Washington, Suite 230, Phoenix, AZ 85007

FISCAL SERVICES SPECIALIST 4

Posting Dates: June 15 – July 1, 2016

Salary Range: \$32,000 - \$43,437/annually Grade: 18 Location: Phoenix, AZ

AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY

The State of Arizona is currently seeking a **Fiscal Services Specialist 4** for the Criminal Justice Commission (ACJC). This is a full-time non-exempt position with great benefits, an ideal work environment that includes free covered parking, front door access to public transit and an on-campus cafeteria.

Purpose/Objective

The Fiscal Services Specialist 4 is responsible for the day to day accounting and payroll functions of the agency. Duties include: processing intra/ inter-agency transfers, AFIS accounting profiles, federal draw downs, and end investment/divestments with the State Treasurer. The position acts as the lead over subordinate workers and provides guidance and instruction to ensure daily operations are run smoothly, in accordance with federal, state and agency policies and procedures. This position is the point of contact for the state GAO, Central Payroll and BREAZ. This position participates in GAO Payroll, Travel and BREAZ meetings and is responsible for tracking updates and recommended changes regarding policies and procedures. This position serves as the agency's State Travel Coordinator and works in concert with agency Human Resources Manager for payroll related matters.

Essential Duties and Responsibilities

- * Maintains a fiscal system for the agency's finance unit. Makes entries to and revisions of agency accounts including: inter/intra-agency transfers, carry over and encumbrances.
- * Validates and records all revenues including draw down of federal funds, distributions, banking, and general ledger accounting functions. Reviews and monitors amount expended from accounts so they do not exceed funds available.
- * Responsible for agency's payroll functions including: review of biweekly ETE, processing direct deposit adds/stops; supplemental payments, including merit based incentives; leave payouts: travel claim payments and employee reimbursements. Complies grant timesheet data and makes appropriate charges.
- * Directs, instructs and trains subordinate workers in carry out accounting tasks. Resolves problems and questions presented by subordinate workers regarding work methods and processes. Troubleshoots and resolves accounting and payroll issues by working with internal staff and state resources using considerable discretion and judgment.
- * Acts as agency coordinator and liaison with the Department of Administration GAO, BREAZ, Travel, Central Payroll and State Treasurer. May represent agency at monthly Chief Financial Officers (CFO) meetings.
- * Maintains accounts receivable schedule by controlling the invoicing of agencies in accordance with established Inter-agency Service Agreements (ISAs). Ensures payments are received timely and applied to appropriate fiscal accounts.
- * Develops and maintains spreadsheets and/or databases used for reconciliations, distributions, reporting, and year end activities.
- * Composes correspondence dealing with subject matters that call for considerable discretion and involve some judgment and negotiation, requesting approval for variances in state policies.

Knowledge, Skills and Abilities:

The Fiscal Services Specialist 4 position requires the following knowledge, skills and abilities:

Knowledge of:

- * Considerable knowledge of principles, concepts, practices, methods, and techniques of government accounting and fiscal control.
- * Knowledge of rules and regulations of data processing as it applies to accounting practices.
- * Considerable knowledge of state rules and policies as they pertain to employee travel, statewide accounting and payroll (HRIS), state automated financial system (AFIS) and invest/divest policies with the State Treasurer.

- * Working knowledge of reference materials such as federal regulations, Arizona Revised Statutes, applicable agency manuals, and policies and procedures is preferred.
- * Working knowledge of financial research methodologies and Microsoft Office Suite including: Access, Excel, Outlook and other accounting software products.

Skilled in:

- * Skilled in generating and analyzing financial and payroll transaction documents and reports to ensure that transactions are properly processed for the correct dollar amounts and time frames.
- * Skilled in auditing payroll/personnel transactions that influence payroll, identifying errors, advising program area/department of corrections, and ensuring accuracy in payroll data.
- * Skilled in applying general accounting practices to financial, travel and payroll functions.
- * Skilled in modifying document recordkeeping and accounting systems; making use of current computer technology.

Ability to:

- * Ability to follow complex oral and written directions.
- * Ability to interpret and apply the full range of financial and payroll processes and procedures inherent in a large automated central financial or payroll program.
- * Ability to maintain complex accounts and records.
- * Ability to prepare financial reports and perform research to resolve problems and eliminate inaccuracies.
- * Ability to work with limited supervision.
- * Ability to be a team player and participate fully in coordination efforts within the criminal justice system.

EDUCATION & EXPERIENCE

This position requires one year of governmental accounting experience equivalent a Fiscal Service Specialist II or III; OR completion of at least 12 semester hours of accounting from an accredited college or university and three years professional level accounting experience in business or industry.

Ability to serve in a lead capacity in the payroll and accounting department, and assist subordinates with questions and providing general guidance, is preferred.

PRE-EMPLOYMENT REQUIREMENTS:

Requires possession of and ability to retain a current, valid state-issued driver's license with no major driving citations in the last 39 months is required. Employees who drive on state business are subject to driver's license record checks, must maintain acceptable driving records and must complete any required driver training.

Candidates for this position will be required to submit to a criminal history investigation.

Please submit your resume and cover letter to www.azstatejobs.gov.

Req. # 23432

The deadline for submission is Friday, July 1, 2016.

The State of Arizona provides a comprehensive benefits package that includes 12 days' sick leave, 13 days' vacation, 10 paid holidays per year, health, vision and dental insurance, life and long-term disability insurance. Optional employee benefits include short-term disability, deferred compensation, and supplemental life insurance.

Employees must participate in the Arizona State Retirement System (ASRS). Enrollment eligibility becomes effective after 27 weeks of employment.

All newly hired employees will be subject to E-Verify Employment Eligibility Verification.

Arizona State Government is an EOE/ADA Reasonable Accommodation Employer. Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by contacting Human Resources Administration at (602) 771-2870. Requests should be made as early as possible to allow time to arrange the accommodation.