

## OFFICE OF THE AUDITOR GENERAL

# FISCAL ASSISTANT

### Position Description

## AUTHORITIES AND RESPONSIBILITIES

This position requires the exercise of specialized knowledge of State statutory requirements, the Comptroller's Statewide Accounting Management System (SAMS), the Statewide procurement system, and established agency policies and procedures to perform administrative functions involving the accounting system used by the Office of the Auditor General (Office), which is the Enterprise Resource Planning (ERP) System and fiscal activities. Also exercises specialized knowledge of Generally Accepted Accounting Principles (GAAP). Works closely with the Fiscal Officer and other administrative staff to ensure compliance with office accounting procedures and procurement activities.

## RELATIONSHIP OF THE POSITION TO OTHER POSITIONS

Under the general direction of the Fiscal Officer or her or his designee.

## PRINCIPAL REQUIREMENTS STATED IN PERFORMANCE TERMS

1. Conducts fiscal operations and maintains accounting records in accordance with applicable requirements, including statutes, rules, and the Statewide Accounting Management System (SAMS Manual) issued by the State Comptroller.
2. Coordinates Office compliance with Generally Accepted Accounting Principles (GAAP).
3. Files contracts/obligations, invoices, receipts, and other fiscal and accounting records.
4. Enters daily transactions, such as invoices, contract obligations, Office billings, receipts, and miscellaneous journal entries into the ERP System.
5. Ensures timely payments of non-billed expenses such as leases.
6. Reviews and processes travel requests and invoices to ensure compliance with applicable requirements.
7. Interacts with vendors, the State Comptroller's Office, and other parties as needed to ensure the Office's compliance with procurement, contracting, receipt, expenditure, and accounting requirements.
8. Conducts reconciliations of various accounting records, assists with property control, and prepares required reports.
9. Under direction, assists with procurement activities.
10. Prepare reports and memoranda as assigned.
11. Perform other assigned or required duties which are reasonably consistent with the scope and responsibilities of the duties enumerated above.

## CAPABILITY REQUIREMENTS

Education. Requires at least a high school diploma or its equivalent.

**Experience.** Requires at least two years of technical experience in fiscal operations and maintenance and reconciliation of accounting records. Specialized training or related coursework can be substituted for the experience requirement.

**Other Requirements.** Requires good oral and written communication skills; ability to maintain confidential information; ability to prepare and maintain complex records; ability to manage multiple tasks; ability to compose and distribute correspondence with minimal direction; ability to work effectively with others and meet deadlines; experience with Microsoft Office products (Word and Excel) and Foxit; and knowledge of PDF conversion tools.

**Desired Characteristics.** Preference may be given to those with desired characteristics pertinent to the position. Desired characteristics may include but are not necessarily limited to: experience with the State's ERP System; knowledge of the Office's policies, procedures, and activities; knowledge of State requirements pertinent to procurement, contracting, receipts and expenditures; knowledge of State requirements pertinent to accounting processes and records, including the Comptroller's Statewide Accounting Management System and Generally Accepted Accounting Principles.

**Effective: 04/01/21**