

Fiscal Technician, GS-503-07

REASON FOR THIS POSITION										POSITION DESCRIPTION COVER SHEET		
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER				3. REPLACES PD NUMBER						
RECOMMENDED												
4. TITLE Fiscal Technician								5. PAY PLAN GS	6. SERIES 0503	7. GRADE 07		
8. WORKING TITLE (Optional)							9. INCUMBENT (Optional)					
OFFICIAL												
10. TITLE Fiscal Technician												
11. PP GS	12. SERIES 0503	13. FUNC	14. GRADE 07	15. DATE MONTH DAY YEAR			16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No	17. CLASSIFIER Kayla D. Ascher				
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)												
1st	Natural Resources Conservation Service						5th					
2nd	KS State Conservationists Off						6th					
3rd	Management Staff						7th					
4th	Salina 760 S Broadway						8th					
SUPERVISOR'S CERTIFICATION												
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationship and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.												
19. SUPERVISOR'S SIGNATURE					20. DATE		22. SECOND LEVEL SUPERVISOR'S SIGNATURE			23. DATE		
21. SUPERVISOR'S NAME AND TITLE					24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE							
FACTOR EVALUATION SYSTEM												
FACTOR		25. FLD / BMK		26. POINTS		FACTOR		25. FLD / BMK		26. POINTS		
1. Knowledge Required		Level 1-4		550		6. Personal Contacts		Level 3/B		110		
2. Supervisory Controls		Level 2-3		275		7. Purpose of Contacts						
3. Guidelines		Level 3-3		275		8. Physical Demands		Level 8-1		5		
4. Complexity		Level 4-3		150		9. Work Environment		Level 9-1		5		
5. Scope and Effect		Level 5-2		75		27. TOTAL POINTS ▶				27. 1,445		
										28. GRADE ▶		28. GS-07
CLASSIFICATION CERTIFICATION												
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.												
29. SIGNATURE								30. DATE				
31. NAME AND TITLE Jane Medina, Human Resources Manager												
32. REMARKS This position is determined to be NONEXEMPT from the provisions of FLSA.								33. OPM CERTIFICATION NUMBER				

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA					
1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD./AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (6) 035169	5. GRADE (2) 07	6. IP NO. (8)

B. MASTER RECORD										
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0503	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5) 0033	5. OFF. TITLE (38) Fisc Techncn						
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 8	3. OCC. FUNC. CD. (2) 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA		5. Mgmt. CSRA 6 = Leader LGEG 8 = All Others		8. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA	9. INTERDIS. CD. (1) N = No Y = Interdis	10. DT. CLASS (6) MO DAY YEAR 05/01/02		
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary		3 = Foreign Svc. Blank = NA		12. INACT / ACT (1) I = Inactive A = Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT. INACT / REACT (6) MO DAY YEAR		15. AGCY. USE (10)
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)										
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)										

C. INDIVIDUAL POSITION												
1. FLSA CD. (1) N		2. FIN. DIS. REQ. (1) 0Y		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C			4. POS. SENS. (1) 1N		5. COMP. LEV. (4) 0503			
E = Exempt N = Nonexempt		0 = None 1 = CD 219 2 = CD 220		3 = SF 278 4 = AD 392 5 = SF 849			0 = Excepted but not A, B, C		0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive			
6. WK. TITLE CD. (4)		7. WK. TITLE (38)										
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th 917813								9. VAC. REV. CD. (1) 0 = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different title and / or series E = New Position / New FTE				
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank = N/A Y = Yes		13. DUTY STATION (9) State (2) City (4) County (3) 20 4900 169		14. BUS. CD. (4) 7777	15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank = N/A 1 = PAS	17. DATE EST. (6) MO DAY YEAR		
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup. / SGEG 4 = Sup. / Program 5 = RGE G 6 = Policy Analysis G E G 7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use						19. DT. REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. BUD (1) Y Y = Perm N = Other		
22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)												
Normal Act 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME / Activity Rev.			Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.			Results 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change			5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other			
23. DT. EMP. ASGN. (6) MO DAY YEAR		24. DT. ABOL. (6) MO DAY YEAR		25. INACT / ACT (1) 1 = Inact. 2 = Act.		26. DT. INACT / REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4) 0020		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)
30. CLASSIFIER'S SIGNATURE						31. DATE						
32. REMARKS												

INTRODUCTION

This position is located in the state office (SO) on the Administrative Staff, financial management (FNM) section. The incumbent serves as fiscal technician and performs a combination of duties associated with voucher examining, accounting, and budget activities for the state.

DUTIES

The incumbent serves as the principal program expert in one or more of the following areas and as supporting subject-matter expert in all others.

Examines and audits payment documents for legality, accuracy, and compliance with applicable laws, regulations, contract/agreement documents, and Natural Resources Conservation Service (NRCS) policy. Processes for payment are done electronically through the Foundation Financial Information System (FFIS).

Responds to payment inquiries and initiates correspondence regarding any payment problems or additional information needed on vouchers. Researches and follows through with the necessary action on questions from vendors/payees.

Recomputes extensions and totals to ensure correctness of the computations. Corrects arithmetic if necessary, and prepares explanatory voucher difference statement for payee.

Maintains and inputs data to the National Finance Center (NFC) via automated systems for quarterly Federal Assistance Award Data System (FAADS) reports.

Establishes, maintains, reviews, and updates information on utilities and telephone payment account limitations and other miscellaneous information established on file at NFC.

Assists with the development of month-end and year-end unpaid obligation estimates to be used in the development of accounting reports. Performs month-end accounting procedures.

Performs various accounting and related functions associated with the maintenance of FFIS. Requests accounting reports to perform account activities, determine prior year adjustments, and post transactions in FFIS. Analyzes and resolves accounting function problems.

Reviews unliquidated financial assistance obligations to determine validity. Locates, codes, and enters source documents to be liquidated. Removes purged financial assistance documents from active files and marks payment reference. Assists with analyzing, classifying, and tracking technical assistance obligating documents.

Receives, analyzes, and classifies financial assistance obligating documents, commitments, and similar documents for posting. Reviews documents to ensure validity, availability of funds, completeness, and correctness of accounting data.

Reviews operating and allowance files for deviation from allowance. Notifies supervisor if complex problems are identified.

Works with program managers to ensure their understanding of financial allowances, validity of agreements, need for additional moneys, and assistance in spending allowance within allowable time frame.

Assists with special and recurring reports in budget, accounting, and fiscal examining areas.

Assists in the maintenance of the salary budget for the state in the SCS Personnel Expense and Reporting System (SPEARS). This includes posting actions for changes made through Standard Form (SF)-52, Request for Personnel Action, documents and other required fund change actions. Verifies, reconciles, and makes corrections to SPEARS as required. Creates and runs reports needed to accomplish analysis.

Provides FFIS and NFC inquiry information as needed. Assists with the FFIS accounting system by preparing and entering "B2" documents for distribution of paid budget items. Prepares and enters into FFIS accruals for end-of-month accounting reports by analyzing paid data. Enters sub-allocation portion of the budget in FFIS that includes salary, staff years, and support costs. Analyzes assigned portions of FFIS to determine prior year recoveries.

Serves as transfer and travel specialist. Validates and authorizes all relocation travel expenditures, including relocation income tax allowance claims. Prepares and distributes travel authorizations and relocation packets. Audits travel and relocation vouchers and serves as contact person on all matters pertaining to travel.

Maintains spreadsheet for analysis of reimbursable agreements on leases and other miscellaneous items for all funds. Analyzes data for correctness and compliance with identified laws and regulations.

Works within a team concept to develop and implement ways to improve the efficiency, effectiveness, and quality of the products and/or services provided to internal and external customers.

Performs duties in a manner supportive of a safe and healthy work environment, and exercises safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.

Performs duties in a manner which actively supports civil rights policies regarding personnel rules and regulations and delivery of NRCS programs and services without regard to race, color, national origin, religion, sex, age, marital status, or mental or physical handicap.

CONDITION OF EMPLOYMENT

Operates a motor vehicle incident to the above duties. Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated.

EVALUATION FACTORS**1. Knowledge Required by the Position, FLD 1-4, 550 points**

Knowledge of an extensive body of rules, regulations, procedures and operations in order to examine contracts, vouchers, and invoices having a wide variety of complicating factors.

Knowledge of FFIS in order to process payments and enter, modify, retrieve, and delete accounting information.

Knowledge of the various financial appropriations, budget object classes, and a large number of sub-object classes in order to document obligations, disbursements, refunds, and advances in accordance with multiple changes due to modifications of contracts, agreements, purchase orders, etc.

Knowledge of accounting classification, coding, and transactions in order to properly classify financial assistance (FA) and technical assistance (TA) documents in FFIS.

Knowledge of agency travel and timekeeping regulations, standardized rules, and methods and procedures used for processing timekeeping reports and travel vouchers.

Ability to identify and analyze problems, generate alternatives, and make decisions in order to ensure efficient processes, quality products, and process reimbursable agreements.

Ability to communicate with others in order to express ideas and facts, make effective presentations, and facilitate an open exchange of ideas.

Knowledge of computer systems required in order to effectively perform assigned duties.

2. Supervisory Controls, FLD 2-3, 275 points

The incumbent is under the supervision of the budget officer, with guidance from appropriate employees on the staff. The supervisor defines the overall objectives and priorities of the work. The incumbent plans the work, resolves the problems, and makes adjustments within established policy. The supervisor assists the incumbent with unusual situations which do not have clear precedent. Completed work is evaluated for technical soundness, appropriateness, and conformity to policy and requirements.

3. Guidelines, FLD 3-3, 275 points

Work is accomplished using agency or other federal guidelines and regulations, and contract stipulations, which lack specificity, frequently change, or are not completely applicable to the work. The employee must use experienced judgment, rather than guides, to fill in gaps and make working assumptions. Judgment is used to interpret guidelines, adapt procedures, decide approaches, and resolve specific problems. The employee is required to analyze the results of applying guidelines and recommends changes that may include specific changes to

guidelines, development of control mechanisms, additional training for employees, or specific guidance related to the procedural handling of documents and information.

4. Complexity, FLD 4-3, 150 points

The work involves performing various voucher examining, accounting, and budget support duties that use different and unrelated processes, procedures, or methods. The use of different procedures may result because transactions are not completely standardized; deadlines are continually changing, functions assigned are relatively broad and varied; or transactions are interrelated with other systems and require extensive coordination with other personnel.

The employee decides what needs to be done by identifying the nature of the problem, question, or issue, and by determining the need for and obtaining additional information. The employee is required to make recommendations or take action (e.g., determine eligibility for deductions, entitlements, or claims; verify factual data; or make other financial determinations) based on a case-by-case review of regulations, documents, or issues involved in each situation. Work assignments require the incumbent to reconcile various financial documents and records, resolve a variety of problems through coordination with vendors and employees, and review and reconcile various types of transactions involving multiple funds or a number of different control accounts or numerous modifications to contracts.

5. Scope and Effect, FLD 5-2, 75 points

The purpose of the work is to apply specific rules, regulations, or procedures to perform a full range of related accounting, budget, or financial management duties and assignments that are covered by program procedures and regulations. The incumbent must independently perform the full range of fiscal examining processes and must be constantly alert to errors, omissions, and inconsistencies in invoices or supporting documentation so that erroneous payments are disallowed before certification.

The work affects the adequacy and efficiency of the voucher examining, accounting, and budget functions and can affect the reliability of the work of analysts and specialists in related functions. Correcting data in automated records enables others to base decisions on accurate information. Work also affects the accuracy of further processes performed by related personnel in various organizations. The work products affect the accuracy, reliability, and acceptability of the agency's financial support services that are provided to users and customers.

6. Personal Contacts, Level 3-b, 110 points

7. Purpose of Contacts

Contacts are with employees, supervisors, and administrative staffs in the agency and other states. Other contacts include members of the general public (i.e., attorneys, landowners, contractors, and a variety of vendors).

The purpose of the contacts is to plan and coordinate work and resolve complex problems to prevent errors, delays, or other complications during the transaction cycle. Contacts with individuals or groups are to advise, assist, and recommend alternative solutions. Those contacted have interests compatible with the identified effort, demonstrate a cooperative attitude, and are playing a well-defined role.

8. Physical Demands, FLD 8-1, 5 points

The incumbent's work is mostly sedentary. There may be some walking, standing, bending, carrying of light items such as books and small equipment. No special physical demands are required to perform the work.

9. Work Environment, FLD 9-1, 5 points

The work includes everyday risks and discomforts typical of offices and meeting rooms.

This position is determined to be nonexempt from the provisions of FLSA.