

## **JOB FAMILY CONCEPT**

This family consists of four levels of fiscal work – entry level through advanced technical support and supervision. Levels are distinguished based on the complexity and scope of responsibilities, the degree of specialization, and the degree of independent functioning. This job family is distinguished from the Fiscal Professional job family by the primary responsibility for performing technical fiscal tasks. The Fiscal Technician job family addresses responsibility for the following functions:

- Data Entry
- Account review and reconciliation
- Maintenance and reporting of financial data
- Processing transactions for payment
- Financial and regulatory compliance

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and maintenance  
administration

***may involve one or more of the functions listed, and may include***

adjust, review, audit and enter financial and statistical data to maintain  
g, cashiering, purchasing, travel, payroll records, and reports  
activities  
n accounts  
e accounts  
enter functions





**Level 3**  
**PCLS: 02403**

**Grade 77**  
**Non-Exempt**

***Descriptors***

Work is performed under intermittent supervision. Apply problem solving, research, and analytical skills to systems, procedures, and accounts that are greater in complexity\* and scope\*; which may include unrestricted funds, grants, contracts, private funds, special funds, revenue, and multiple funding sources. Interpret and a

**FISCAL TECHNICIAN**  
Job Classification  
Adopted: March 23, 2003  
Revised: July 1, 2009