



Functional Job Description

Identification

Position Number: 22099682

Internal Title: Fiscal Support Analyst

Division: Division of Services for the Blind

Senior/Hiring Manager: Shea Harrell

Funding Source: (90.00%) Federal (10%) State

Revision Date: 01/28/2022

OPM Title: Fiscal Support Analyst

Grade: GS05

Class Code: A091C

Cost Center: B520419400

Position Summary

The Fiscal Support Analyst is responsible for performing a wide variety of fiscal related tasks that are standard or regular support duties within an assigned department or program and for researching financial data and preparing reports. This position is governed by Generally Accepted Accounting Principles (GAAP), state and federal laws, and agency policy.

Education and Professional Work Experience

Minimum Qualifications

The formal education equivalent of an associate's degree in general business, business management, or a related field; plus three years of experience in fiscal operations.

Knowledge, Skills, and Abilities

- Knowledge of accounting principles and database management.
- Knowledge of software applications.
- Knowledge of applicable laws, regulations, and policies of assigned section.
- Knowledge of customer service techniques.
- Ability to comprehend and assimilate technical and business-related documents.
- Ability to apply policies and procedures and other applicable regulations associated with assigned department or program.
- Ability to conduct research, perform quantitative quality assurance reviews, and prepare reports.



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Job Responsibilities and Expected Results

Key Business Processes/Duties

1. Assist with completion of contract/grant authorizations.
2. Ensures goods and services have been received as ordered.
3. Ensures contract invoices are submitted for payment within 3 business days of receiving the invoice.
4. Ensures DSB invoices for goods and services are delivered to Accounts Payable within 3 business days of receipt.
5. Assist in the development of financial procedures for DSB.
6. Assist DSB personnel as needed in any federal or state audits or reviews.
7. Prepare ad-hoc reports for DSB management as required.
8. Prepare Error Corrections as needed.
9. Serve as alternate CFO as assigned.
10. Prepares purchase requisitions in AASIS within 2 days of receiving an accurate and approved requisition form.
11. Maintains and recommends invoices for payment.
12. Maintains positive working relationships with DSB vendors.
13. Serves as DSB liaison with Purchasing and Accounts Payable.
14. Serves as DSB Functional Purchasing Officer.
15. Assists in the maximum utilization of both federal and state funding.
16. Assists in the completion of federal and state financial reports.
17. Performs other duties as assigned.

Key Responsibilities

1. Provide fiscal support to DSB staff and vendors.
2. Compile weekly and monthly reports for DSB Administration