



Functional Job Description

Identification

Position Number: 22101129

Revision Date: 01/28/2022

Internal Title: Fiscal Support Specialist

OPM Fiscal Support Specialist

Division: Division of Services for the Blind

Grade: GS04

Senior/Hiring Manager: Shea Harrell

Class Code: A098C

Funding Source: (90%) Federal (10%) State

Cost Center: B520419400

Position Summary

The Fiscal Support Specialist functions as the Fiscal Support Specialist. The Fiscal Support Specialist works under general supervision of the DSB-CFO in the financial operations section. The position is also responsible for maintaining the supply inventory for the DSB Central Office. This position is governed by state and federal laws and agency/institution policy.

Education and Professional Work Experience

Minimum Qualifications

The formal education equivalent of a high school diploma; plus, four years of bookkeeping, basic accounting, billing, or a related field.

Knowledge, Skills, and Abilities

- Knowledge of database accounting and management principles.
- Knowledge of applicable laws and regulations of assigned section.
- Knowledge of computers and software application programs.
- Knowledge of customer service techniques.
- Ability to record fiscal data and manipulate data to generate complex reports and documents.
- Ability to conduct research and perform basic quantitative quality assurance reviews.

Job Responsibilities and Expected Results

Key Business Processes/Duties

1. Compiles and gathers necessary paperwork for DSB employees who are traveling on official business.



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2. Reconcile and reallocate expenses posted on the PCard and CTS accounts by the cycle cutoff date.
3. Provide technical assistance, error feedback and information to staff.
4. Reconcile, check for accuracy, and submits to Contract Management Unit for accounts payable payment processing
5. Assist vendor(s) and/or counselors in tracing payments for services.
6. Assist Fiscal Support Analyst in the processing of other vendor invoices for payment.
7. Perform inventory of supplies for DSB Central Office monthly.
8. Prepare requisitions, order, restock, store and distribute supplies.
9. Maintain confidential Alpha Master List of clients
10. Prepare ad hoc reports as needed or required by management.
11. Performs other duties as assigned.