

**OFFICE OF THE DEFENDER GENERAL
JOB SPECIFICATIONS – FINANCIAL SPECIALIST I – PG17**

Definition:

Technical work involving accounting, financial records and internal auditing activities. Principal assistant to the Administrative Services Manager in directing the department's total financial management system. Administrative work involving technical auditing and processing of expense claims and supply orders for the department. Supervision may be exercised over subordinate technical and clerical staff. Duties are performed under the general direction of the Administrative Services Manager or Human Resources Administrator.

Examples of Work:

Processes financial transactions, disbursements, receipts, expenditures and fund transfer requests. Makes corrections in accounting records. Responsible for the processing of payments made by the department, including proper approvals, account coding, purchase orders, and verification of available funds. Posts, balances and reconciles accounting records. Provides detailed fiscal data for the preparation of departmental budgets. May prepare a variety of fiscal and grant reports to the federal government and elsewhere as appropriate. Assists professional staff in preparing and maintaining accounting systems. Calculates accounting adjustments. May act as the principal department liaison with the State Vision system. Monitors procedures for the receipt of funds from both state and federal sources. Audits debentures submitted by ad hoc attorneys for compliance with statutory authority, resolves questions regarding these bills, obtains proper approvals, and maintains records of ad hoc assignments and payments. Maintains filing system of payments. Responsible for ordering supplies and keeping inventory records. Responsible for processing claims for expense reimbursement, and maintaining records. Performs related duties as assigned.

Knowledge, Skills and Abilities Required:

Knowledge of accounting principles and practices. Knowledge of office fiscal procedures, including automated fiscal recordkeeping and electronic spreadsheets. Ability to make mathematical computations with speed and accuracy. Knowledge of budget preparation principles and procedures. Working knowledge of administrative principles and practices. Working knowledge of purchasing practices and procedures and personal services contract procedures. Ability to develop and install appropriate checkpoints to maintain over-all integrity of the financial system. Ability to interpret and apply rules and regulations of moderate complexity. Ability to identify financial system weaknesses and/or voids and to apply effective remedial action. Ability to prepare accurate accounting and financial documents and reports. Knowledge of employment practices and procedures. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships.

Knowledge, Skills and Abilities Required for Full Performance:

Knowledge of the State budgeting procedure and related financial management plans. Knowledge of the sources of and conditions attached to department funds. Considerable knowledge of State purchasing procedures. Considerable knowledge of State contract procedures. Considerable knowledge of department programs and publics served. Considerable

knowledge of State payroll reimbursement procedures. Considerable knowledge of the State's Vision system.

Environmental Factors:

Duties are performed in the department's Central Office. Modest travel may be required for which private means of transportation must be available. The role may require performance outside of normal work hours. Regular and frequent deadlines are a constant aspect of the role.

Minimum Qualifications:

Education: High school graduation or equivalent and one year of experience in accounting, bookkeeping or clerical work involving accounting or financial records; OR

Completion of a vocational/technical training program in business, office administration, financial support or related area; OR

One year of college level study in accounting, business administration or a related field. One year of full-time study is defined as 30 semester hours or 45 quarter hours; OR

One year as a Financial Technician with the State of Vermont.

Preference may be given for experience working with the VISION system (VISION is the State of Vermont PeopleSoft financial management system).