

Salt Lake Community College - Job Classification Standard

Fiscal Services Professional 1,2,3

This job family is distinguished from the Fiscal Technician family by the requirement of academic and/or professional preparation and the application of formal accounting or finance theory. This job family is distinguished from the Fiscal Manager job family by the absence of fiscal unit management responsibilities as the primary function. The Fiscal Professional job family addresses responsibility for the following functions: analysis, interpretation and administration of financial data; creating, administering, and tracking budgets; creating projections; budget analysis; financial reporting. Incumbents may perform one or more of these functions in support of a wide range of equivalent fiscal activities. This family provides extensive professional fiscal expertise, guidance, and technical assistance in several areas: fiscal analysis, financial accounting; fund Accounting; accounts receivable and payable; budget; grants & contracts, purchasing.

Autonomy

Works under general direction within a clear framework of accountability. Substantial personal responsibility and autonomy. Plans own work, to meet given objectives and processes.

Influence

Influences team, and specialist peers internally. Influences customers at account level and suppliers. Some responsibility for work of others and allocation of resources. Participates in external activities related to specialisation. Decisions influence success of projects and team objectives.

Complexity

Broad range of complex technical or professional work activities, in a variety of contexts.

Skills

Selects appropriately from applicable standards, methods, tools and applications and use. Demonstrates analytical and systematic approach to problem solving. Communicates fluently orally and in writing and can present complex technical information to both technical and non-technical audiences. Is able to plan, schedule and monitor work activities in order to meet time and quality targets and in accordance with health and safety procedures. Is able to absorb rapidly new technical information and apply it effectively. Good appreciation of wider field of information systems, its use in relevant employment areas and how it relates to the business activities of the employer or client. Maintains awareness of developing technologies and their application and takes some responsibility for personal development..

	Level 1	Level 2	Level 3
Supervision	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.

Knowledge	Knows fundamental concepts, practices and procedures of particular field of specialization	Knows and applies fundamental concepts, practices, and procedures of appropriate to position plus particular field of specialization, with awareness of related fields.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of operation which affect, or are affected by own area related fields and areas
Minimum Education and Experience	Bachelors degree in discipline appropriate to position with 0-2 years experience.	Bachelors degree in discipline appropriate to position with 2-4 years experience.	Bachelors degree in discipline appropriate to position with 4-6+ years experience.
FLSA Status	Exempt	Exempt	Exempt

Job Classification approved by Human Resources March 3, 2011