

**USF Job Class Description**

JOB CODE: 3213  
JOB TITLE: Fiscal & Business Specialist  
PAY PLAN: 23  
CAREER BAND: C  
FLSA: Non-Exempt  
CBU : 31  
Effective 03/23/2007

**Job Title:** Fiscal & Business Specialist

**Job Summary**

This position performs fiscal and budget support work to assist with the administration of financial and business transactions within a department, program, auxiliary business, campus, college or other organizational unit. The Fiscal & Business Specialist performs business process transactions, budget monitoring, and account reconciliation tasks appropriate to the unit.

**Nature of Work**

This position typically reports to a Director, Manager, Business Services Analyst or other appropriate administrator. The primary duties of positions in this job classification are related to the implementation, monitoring, and reporting of fiscal and business processes, including budget reconciliation, expenditure and budget transfers, overseeing department spending and purchasing activity, accounts payable/receivable administration, and fiscal and accounting support for a grant or Auxiliary function. This position may also reconcile, adjust, and monitor fiscal transactions in an effort to control the budget and report accurate accounting transactions to the appropriate central accounting function. Positions assigned to this classification should have at least 70% of the total duties directly related to the administration of fiscal and business processes.

The Fiscal & Business Specialist must remain up-to-date on all budgeting, grant funding, purchasing, accounts payable, accounts receivable, and cash related USF policies and procedures. This position requires knowledge of USF enterprise business systems (e.g., FAST, GEMS, and Banner/OASIS), word processing and spreadsheet applications to fulfill the duties. This position requires an intermediate level of proficiency with spreadsheet software. The Fiscal & Business Specialist serves as a liaison with central University administrative departments such as USF Accounts Payable, Purchasing, Research Financial Management, etc. This job classification is differentiated from the Accounting Specialist job in its focus on business management and administrative procedures in support of a college, department, office, or program budget.

**Examples of Duties**

- Reconciles monthly / department ledger for varied types of accounts such as E&G, auxiliary, carry forward, Foundation, concession, etc.
- Initiates and prepares non-payroll expenditure transfers, payroll expenditure transfers and budget transfers in an effort to correct any discrepancies and allow for appropriate funds.

- Posts, balances and records cash, credit card, or EFT transactions for an Auxiliary operation (i.e., includes preparation of cash vouchers, receipts, deposit slips, etc.).
- Accepts cash or other forms of payment and posts to the appropriate accounting system (FAST, FAIR, BANNER).
- Collects and deposits revenue for auxiliary funds and handles any discrepancies.
- Reconciles payroll registers to department ledgers, monitors pay distribution and salaries as they relate to the budget. Serves as payroll certifier or preparer.
- Manages and reconciles grant funds and monitors expenditures. Assists with grant agreement and sub-agreement set up and maintenance and works with the Principal Investigator and Research Financial Management by providing grant budget updates.
- Runs routine reports and queries related to the budget and expenditures (actual vs. budget). Example: RSA (Remaining Spending Authority) report. Utilizes FAST, GO FAST, FAIR, and BANNER to generate routine fiscal and budget related reports.
- Monitors and tracks department/college/center spending (i.e., using commitment control, RSA, spreadsheets, etc.) and notifies appropriate persons of potential deficits before they occur.
- Generates and sends out notices for additional money/fees due, grant/contract closeout, auxiliary account balances or deficits, etc.
- Handles purchasing functions, approves invoices for payment, and reconciles purchasing transactions (P-card, invoices, etc.) to the ledger. Resolves vendor billing problems.
- Prepares and monitors the monthly billing and invoicing process for all services rendered in a department, center, or auxiliary function (external and/or inter-departmental). Records and reconciles revenues and cash generated.
- May assist Director, Manager, Business Services Analyst or other budget manager with yearly or quarterly budget planning process by providing fiscal information.

#### **Minimum Qualification Requirements**

This position requires a High School diploma or equivalent with three years of work experience in positions with fiscal support duties. College or other relevant post-secondary coursework may substitute for the experience requirement on a year for year basis.