

**DEPARTMENT OF EDUCATION
STATE OF HAWAII**

FISCAL SPECIALIST II, EO-07

DUTIES SUMMARY:

Has immediate responsibility for providing technical services on a statewide level in the specialized business program area of accounting; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This class differs from the Fiscal Specialist III in that the Fiscal Specialist II performs the full range of the most difficult and complex assignments in specialized business areas and may supervise a staff of professional and clerical personnel under the general administrative and technical supervision of the Fiscal Specialist III; whereas the Fiscal Specialist III has program responsibility in providing statewide specialized services within the field of business management, including supervision of a staff of professional and clerical personnel.

Positions in this class are afforded independence in planning, organizing, and carrying assignments. Special assignments at this level are usually given with a statement of objectives, limits, if any of the assignment; suggested overall plan of work, and nature of results expected. Positions work with independence in determining overall work methods, criteria and techniques to be applied. Completed work is reviewed for overall technical adequacy and conformance with the objectives of the assignment.

EXAMPLES OF DUTIES:

1. Provides technical supervision to accountants in the daily functional operations of analyzing the respective financial status of varied programs and their financial documents.
2. Reviews and verifies the analyses performed by the accountants and prepares quarterly financial reports reflecting the status of departmental operating funds so that decisions and actions can be taken by departmental staff.
3. Participates in making studies of program costs and prepares estimates of the Department's operating costs, salary cost projections, etc.
4. Develops and recommends changes to/improvements on internal policies and procedures based on existing or recommended changes to rules and regulations, School Code, various collective bargaining contract provisions, departmental policies, and the State Accounting Manual.
5. Initiates requests for electronic database management to ensure appropriate informational availability.
6. Provides specialized financial information, guidelines, and technical services to schools, complex area business specialists, program personnel, and supervises the preparation of specialized fiscal reports.

7. Participates in Board of Education meetings, legislative hearings, and conferences.
8. Participates in collective bargaining process by researching, collecting and preparing data, reports and testimony; develops, maintains, and reviews appropriate accounting codes, codes for new programs and organizations of the departmental financial system coding controls, etc.
9. Reviews and verifies work performed by the accountants including preparing monthly, quarterly, annual, and more frequent financial reports, interagency monthly reimbursement reports, federal financial status reports, legislative reports, Court-ordered quarterly and annual reports, quarterly or annual Department reports, etc.
10. Provides program personnel with financial and consultative accounting services.
11. Evaluates staff performances, identifies work problems, develops and recommends changes to operational procedures, assigns work, and monitors work schedules of the accountants.
12. Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

Education: Graduation from an accredited college or university with a bachelor's degree in business administration with a major in accounting, or with a major in any other field of business administration which included at least twelve (12) semester hours of credit in accounting courses; **AND**

Experience: Four (4) years of responsible professional work experience in accounting, auditing or budgeting of which one (1) year shall have been in an education program, agency or system; **OR**

Any equivalent combination of education and experience which provides the following knowledge, abilities and skills:

1. **Knowledge of:** Financial and management accounting; government accounting; business statistics; computer-based information systems; laws, rules, regulations and administrative procedures pertinent to the area(s) of assignment.
2. **Ability to:** Perform a variety of professional accounting functions including providing technical guidance on accounting procedures to other staff, complex analyses of accounting data and report preparation, and revision of portions of the accounting system; communicate effectively with others both orally and in writing; operate computer and other business machines.

RECOMMENDED EQUIVALENCIES FOR EDUCATION:

1. Bachelor's degree from an accredited college or university **PLUS** two (2) years of professional work experience which involved responsibility in accounting, auditing, or budgeting, or cumulative equivalent experience; **OR**

2. Completion of the Cohort Program (or earlier versions of the Department of Education's school administration training program) and twelve (12) semester hours of credit in accounting or equivalent Department-approved training; **OR**
3. Five (5) years of experience in any of the Budget Specialist, Accounting Operations Specialist, or Reprographic Accounting and Distribution Specialist classes.

RECOMMENDED EQUIVALENCIES FOR EXPERIENCE:

1. Two (2) years of professional work experience which involved responsibility for accounting, auditing, or budgeting, or cumulative equivalent experience, **PLUS** two (2) years of experience in the Fiscal Specialist I class; **OR**
2. A Master's degree in business administration from an accredited college or university **PLUS** two (2) years of experience in the Fiscal Specialist I class; **OR**
3. Five (5) years of experience as a 12-month education officer, school principal, or vice-principal **PLUS** two (2) years of experience in the Fiscal Specialist I class.