

**DEPARTMENT OF EDUCATION  
STATE OF HAWAII**

**FISCAL SPECIALIST III, EO-08**

**DUTIES SUMMARY:**

Has program responsibility and administers the statewide specialized financial services within the field of business management including supervising professional and clerical personnel; and performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This class differs from the Fiscal Specialist II in that 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; whereas the Fiscal Specialist II performs the full range of the most difficult and complex assignments in accounting and may supervise a staff of professional and clerical personnel under the general administrative and technical supervision of the Fiscal Specialist III.

This class differs from the Accounting Director or the Facilities Director in that 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; whereas the Accounting Director or the Facilities Director directs through intermediate supervisors, the activities of a major organizational program of the office responsible for providing statewide specialized services in a broad functional area under the general administrative and technical direction of an Assistant Superintendent.

Positions in this class are afforded independence in supervising ongoing and established programs and activities. Controls are generally in the form of general directions as to activities, policies, and deadlines. In accomplishing special projects or in solving major problems, greater controls are typically in the form of describing the scope of the project, results desired and time limitations for project completion.

**EXAMPLES OF DUTIES:**

1. Provides administrative and technical supervision over the program.
2. Confers with school, complex area, county, state, and federal agency personnel to facilitate the accomplishment of program requirements; reviews, approves and monitors expenditure plans.
3. Advises school, complex area, and state personnel on accounting procedures, regulations and finances.
4. Assists or represents the Director or Assistant Superintendent in preparing, developing, analyzing and presenting information to the Assistant Superintendent, the Superintendent, the Board of Education, the Legislature, the general public, and other public and private organizations or agencies.

5. Serves on special task forces or other committees, to lend technical expertise.
6. Conducts special studies, analyses, recommendations and prepares and submits reports.
7. Participates in the collective bargaining process by researching, collecting, analyzing, preparing and reviewing necessary data and reports as the consultant in the specialist area of concern.
8. Reviews the internal operating budget and expenditure plan.
9. Plans, directs and coordinates the work of accounting and clerical personnel in the administration of the accounting program of the department through a centralized financial system.
10. Develops and revises the department's computerized financial system to meet the needs of the Department and to meet requirements set up by the central fiscal agencies and by other authorities such as the federal government.
11. Supervises the preparation of financial deposits and provides analysis of the Department's financial operations through a financial reporting system.
12. Develops and updates the Business Office procedures in the Financial Management System User Policy and Process Flow Guide relative to accounting procedures.
13. Provides technical and consultative services to State and complex area program specialists relative to accounting procedures, regulations and finances including the coordination and review of the organization-wide audit under the Single Audit Act of 1984 and non-appropriated local school funds.
14. Plans the organization of the Accounting Section and determines the need for staff, evaluates staff performance, identifies work problems, makes major assignments and monitors the general work progress.
15. Conducts internal review to insure that accounting systems and procedures are understood, being followed and working satisfactorily.
16. Makes policy decisions on matters of financial planning and reporting.
17. Performs other 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:** Seven (7) years of responsible professional work experience in accounting, auditing or budgeting of which three (3) years 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; principles and practices of supervision.
2. **Ability to:** Plan, organize, and oversee the accounting for all funds, preparation of financial statements, analysis of financial statements and revision of portions of the accounting system; communicate effectively with others both orally and in writing; coordinate accounting operations with central agency and other departmental business management functions, and complex area and school operations; deal effectively with federal, state, and departmental officials in accomplishing program goals and objectives; 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; meets four (4) of the seven (7) required years of experience; **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; meets four (4) of the seven (7) required years of experience; **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; meets four (4) of the seven (7) required years of experience.