

STATE OF NEBRASKA
CLASS SPECIFICATION
EST: 11/01 - REV: 11/07

CLASS CODE: A21211
SALARY GRADE: 352
OVERTIME STATUS: N

FISCAL COMPLIANCE ANALYST

DESCRIPTION: Under immediate to general supervision, searches, compiles, summarizes, reviews, cross-checks, and analyzes records and data related to financial transactions, reimbursement claims, and/or related operations of an organization or business entity for compliance with established mandates. Provides technical assistance to clients, such as vendors, claimants, contractors, taxpayers, or the general public, about the regulations, processes, forms, and procedures of documenting transactions or cost/claim reimbursements and filing summaries or reports with the appropriate agency; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Positions in this class conduct on-site and/or in-office reviews of specified financial transactions, records, or other activities to ensure compliance with regulations, agreements, or other criteria governing documentation, recordkeeping and reporting, or reimbursement actions. Work performed or assistance provided to other agency staff or clients will not involve conducting audits or issuing audit judgments and opinions for the purposes of assuring financial soundness and reliability of financial reports/records or determining effectiveness of financial systems and processes. Conclusions made involve the accuracy and completeness of and the need for adjustments to transactions or reimbursement requests and/or the recommendation of potential audit candidates by applying standardized criteria, regulations, and judgment to factual and procedural situations. Employees require supervisory oversight in most assignments, but are free to develop their own work sequences within established procedures, methods, and policies

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Contacts clients, and collects and compiles data for use in the review of financial statements or reports.

Prepares work papers, spreadsheets, or review summaries.

Researches, verifies, computes, cross-checks, and reviews financial or other operational records or cost/claim reimbursement requests.

Reviews information collected and on file and supporting data, forms, and records to determine procedural compliance of, or adequacy of, or trends in transactions or processes reviewed.

Explains routine review and examination methods and procedures to clients.

Trains or guides other support staff in processing information and forms.

Processes client requests and inquiries following established procedures and priorities.

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Documents relevant facts, information, results, and recommendations, and maintains computer databases/manual records, pertinent to reviews conducted and to audits performed by auditors.

Discusses, with auditors and other co-workers, findings produced by research and/or reviews conducted.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are need to perform the work assigned.)

Knowledge of: a variety of advisory, data, and information resources such as financial or accounting records and reporting requirements and guidelines; computer software operating manuals; governmental/administrative rules, regulations, statutes, and guidelines; non-routine correspondence.

Ability to: perform basic data analysis including reviewing, categorizing, prioritizing, and/or referencing data, statutes, and guidelines; use discretion in selecting and applying established requirements to identify interactive effects and relationships; provide assistance, interpretation, and limited guidance to the public, co-workers and others regarding application of rules, policies, procedures, and standards to specific situations.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: financial reporting procedures and accounting principles and methods.

Ability to: calculate addition, subtraction, multiplication, division, percentage, and decimal computations; perform mathematical operations using fractions, discounts, interest rates, ratios, and proportions; communicate verbally and in writing with other agency staff and client representatives; apply principles of and perform basic level data analysis, and interpret instructions; exercise limited independent judgment and decisiveness in a variety of settings; use a variety of office equipment; handle occasional confrontational individuals within business situations.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any equivalent combination of education, training, and/or experience that will enable an individual to possess the required knowledge, skills and abilities. General qualification guidelines for positions in this class are: Post high school education or training in bookkeeping, accounting, or mathematics and at least two years of related experience; OR Bachelor's degree with emphasis in accounting.