



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

FINANCIAL SPECIALISTS, ALL OTHER

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Financial Specialist, All Other-B	C2099B	45	
Financial Specialist, All Other-O	C2099O	50	
Financial Specialist, All Other-A	C2099A	55	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

All financial specialists not listed separately.

Nature of Work

This is paraprofessional accounting work in the maintenance, review and reconciliation of financial records to ensure compliance with accepted accounting principles and standards. Maintains fiscal records by reviewing payroll information, purchase requisitions, vouchers, receipts and other documents; enters data onto computer spread sheets, ledgers, worksheets and other forms; compares data contained in a variety of financial records in order to detect errors/discrepancies; reconciles accounts/records; and extracts and compiles information from records as required. Monitors budgets by reviewing fund balances and reporting overages and shortages to superiors; assists in budget preparation by compiling necessary information manually or by using computer based records pertaining to budgets, accounts, inventories and other financial operations; completes report forms or writes narrative reports; prepares financial information for management. Coordinates accounts payable activities with the purchasing function; reviews transactions for documentation of obligation, payment authorization, timely payment, and accurate recording; confers with vendors.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist in the preparation and review of accounting documents and fiscal reports for accuracy, compliance with laws, regulations and accounting procedures and ensure that expenditures are within authorized budgets.
- Employees possess a working knowledge of the accounting process and will learn the more technical aspects of governmental accounting and the operating system.
- Employees may be responsible for a segment of the total agency accounting process; assist accountants with accounting problems to assure compliance with accounting manuals and established procedures.

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Recommended Education and Experience for Full Performance

High School diploma or Equivalency and two (2) years experience in bookkeeping, accounting and/or finance.

Minimum Qualifications

High School diploma or Equivalency and six (6) months experience in bookkeeping, accounting and/or finance.

Operational

- Employees in this Role make recommendations on revisions or modifications to the accounting system and improvements or changes to the current system and procedures.
- Employees make decisions regarding the accounting treatment of financial transactions.
- Employees recommend solutions to accounting problems occurring in the agency operations.
- Employees propose changes/revisions in the accounting system and/or its operational features.
- Employees advise management on actions to be taken relative to fiscal matters and participate with management in setting policies relative to fiscal management and financial control.

Recommended Education and Experience for Full Performance*

Associates Degree in Accounting, Auditing or Business Administration and two (2) years experience in bookkeeping, accounting and/or finance.

Minimum Qualifications

High School diploma or Equivalency and one (1) year experience in bookkeeping, accounting and/or finance.

Advanced

- Employees in this Role utilize substantive knowledge of the organization's programs, operations and business to provide thorough financial analysis.
- Employees implement revisions or modifications to the accounting system and procedures; analyze current conditions of approved budgets and review financial statements; provide a high level of technical expertise in the accounting, evaluation, and monitoring of an agency's financial resources; implement improvements and set policies relative to fiscal management and financial controls; and evaluate accounting systems and make recommendations for necessary changes to ensure accurate controls and monetary reporting.

Recommended Education and Experience for Full Performance

Associates Degree in Accounting, Auditing or Business Administration and four (4) years experience in bookkeeping, accounting and/or finance.

Minimum Qualifications

High School Diploma or Equivalency and two (2) years experience in bookkeeping, accounting and/or finance.

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Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NETTM is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Mathematics — Using mathematics to solve problems.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Speaking — Talking to others to convey information effectively.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Time Management — Managing one's own time and the time of others.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

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Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 9/20/2011, 11/16/2015 (Min Quals)

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.