CLASSIFICATION DESCRIPTION TITLE: FISCAL ANALYST

<table>
<thead>
<tr>
<th>FLSA STATUS:</th>
<th>Exempt</th>
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**CLASSIFICATION SUMMARY:** Responsible for performing professional accounting and financial analysis requiring the application of general accounting principles. Incumbent responsibilities include analyzing and reconciling general ledger accounts/funds; preparing financial statements and reports; maintaining accounting and internal controls; and reviewing and preparing data and accounts for auditing.

**TYPICAL CLASSIFICATION ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

<table>
<thead>
<tr>
<th></th>
<th>Illustrative only – not inclusive of every task assigned to a position.</th>
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<tbody>
<tr>
<td>1</td>
<td>Prepares, monitors, and reviews all general ledger records; evaluates and approves expenditures and approves payments.</td>
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<tr>
<td>2</td>
<td>Analyzes, verifies, and/or reconciles various assigned accounts; monitors accounts for necessary compliance with established policy and procedures.</td>
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<td>3</td>
<td>Develops detailed financial statement reporting and analyses for assigned accounts.</td>
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<td>4</td>
<td>Oversees and prepares all accounting associated with Bond financed projects; maintains and reconciles accounts for work in progress.</td>
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<td>5</td>
<td>Performs general accounting related functions, including audit preparations, and drafting monthly, quarterly and annual financial reports, and year-end closing procedures.</td>
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<td>6</td>
<td>Performs specialized projects as directed by management, Board of Trustees, or other operating authority.</td>
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<td>7</td>
<td>Manages and provides accounting for Debt Service accounts.</td>
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<td>8</td>
<td>Performs other duties as assigned.</td>
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Training and Experience (positions in this class typically require):
Bachelor's Degree and two years of experience in finance, accounting, budget analysis, or related field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):
• None Required.

Knowledge (position requirements at entry):
Knowledge of:
• Accounting principles and practices;
• Fund Accounting principles and practices;
• English language, grammar, and punctuation;
• Budgetary principles;
• Recordkeeping principles;
• Report preparation techniques;
• Applicable federal, state, and local laws, rules, and regulations.

Skills (position requirements at entry):
Skill in:
• Applying accounting principles and practices;
• Researching and analyzing funding sources;
• Operating a variety of office equipment, including a computer and related software applications;
• Applying and explaining applicable laws, codes, regulations, policies, and/or procedures;
• Preparing and proofreading a variety of reports and/or documentation;
• Exercising judgment and discretion;
• Working independently;
• Preparing a variety of financial reports;
• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:
Positions in this class typically require:  fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
HARRISBURG AREA COMMUNITY COLLEGE
CLASSIFICATION DESCRIPTION

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**NOTE:**
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

<table>
<thead>
<tr>
<th>Classification History:</th>
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<td>Date created: (08/08/2007)</td>
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____________________________________  ______________________
Signature of Employee                  Date

____________________________________  ______________________
Signature of Supervisor                 Date