HARRISBURG AREA COMMUNITY COLLEGE
CLASSIFICATION DESCRIPTION

CLASSIFICATION DESCRIPTION TITLE: SENIOR FISCAL ANALYST

<table>
<thead>
<tr>
<th>FLSA STATUS:</th>
<th>Exempt</th>
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CLASSIFICATION SUMMARY: Responsible for performing advanced, complex professional accounting and/or budget analysis. Incumbents in this class perform high-level analysis of college-wide budgets and/or accounting processes, including planning, developing, and recommending modifications; may conduct forecasting and modeling; maintain accounting and/or expenditure controls; develop and recommend operating procedures; and provide technical assistance related to area of assignment. This is a dual career class, in which incumbents perform advanced/specialized professional work and/or supervise a financial unit/function.

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

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<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>Oversees daily reports and processes for general and special accounting functions, including accounts payable, accounts receivable, payroll and budget.</td>
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<td>2</td>
<td>Develops, implements, and maintains budget policy, proposals, and various forecast models.</td>
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<td>3</td>
<td>Administers and reviews Federal, State, Local, and Private grants; prepare associated reports and perform reconciliations as needed.</td>
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<td>4</td>
<td>Analyzes monthly financial statements; identify potential problems and provide explanations for variances.</td>
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<td>5</td>
<td>Prepares required Accounting Information and financial statements for Auditors.</td>
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<td>6</td>
<td>May supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.</td>
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<td>7</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 three 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.
# Harrisburg Area Community College

## Classification Description

### Classification Description Title: Senior Fiscal Analyst

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

**Knowledge** (position requirements at entry):

Knowledge of:
- Budgetary principles;
- Accounting principles and practices;
- Grant research and funding sources;
- English language, grammar, and punctuation;
- Recordkeeping principles;
- Report preparation techniques;
- Assigned department operations and functions;
- Mathematical concepts;
- Applicable federal, state, and local laws, rules, and regulations.

**Skills** (position requirements at entry):

Skill in:
- Applying accounting principles and practices;
- 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;
- Using proper English, grammar, punctuation, and spelling;
- Prioritizing work and performing multiple tasks;
- 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, 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.

**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.
CLASSIFICATION DESCRIPTION TITLE: SENIOR FISCAL ANALYST

Classification History:
Date created: (08/08/2007)

____________________________________  ______________________
Signature of Employee                      Date

____________________________________  ______________________
Signature of Supervisor                     Date