

**Job Title:** Fiscal Services Specialist I

**Job Grade Level:** 5

**Working Title:** Fiscal Services Specialist, AP & HR  
System Entries

**Date:** July 10, 2024

**Career Track:** First track in a series of three tracks

**Agency/Department:** Legislative Coordinating  
Commission (LCC)

**Reporting to:** LCC Deputy Director  
& Fiscal Service Office Manager

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**Primary Objective:** To perform highly accurate financial and administrative functions in a professional, confidential, service-oriented and non-partisan manner and to serve as back-up performing required tasks in the absence of other Fiscal Services Specialist staff.

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**Responsibilities & Tasks:**

1. Assume primary responsibility for accounts payables (AP) processing in accordance with established procedures and associated rules and policies. Accounts Payables are inclusive of vendor invoices and commission members' reimbursement expenses.\*
2. Review submitted reimbursement requests for allowable reimbursement amounts.
3. Prepare AP abstracts on a weekly basis, review/assign vendor numbers (account), code to proper accounts and object codes. Obtain required signatures. Investigate AP issues and respond to questions as needed with vendors, members and staff. Process abstracts in State accounting system (currently SWIFT).
4. Prepare abstract change memos and when needed in SWIFT. If needed as a back up to the Fiscal Service Office Manager, enter journal corrections for other fiscal staff corrections.
5. Serve as primary for personnel entries into State HR System (currently SEMA4) for any data change such as new hires, new appointments, separations, and salary plan changes and in coordination with Fiscal Services Specialist, Payroll & AR.\*
6. Track and monitor personnel changes.
7. Provide information and documentation to the Fiscal Services Specialist, Payroll & AR for the drafting of the personnel change memo.
8. Issue Wage and Theft notices to staff as needed for accrual changes, salary changes and any other related personnel changes.\*
9. Maintain employment dates within SEMA4 for length of service and trainings.\*
10. Serve as primary for processing deposits to the State Treasurer.\*

11. Provide assistance as needed for compliance activities with regards to the Affordable Health Care Act – Employer Shared Responsibilities with SEMA4 entries and monitoring new hires and part-time staff for eligibility, and processing of annual reports and memos.
12. Run reports and queries as needed out of Mobius, SEMA4 SWIFT, and related data warehouse report generation software.\*
13. Assist employees with deferred compensation matches or vacation conversion elections within Self-Service as needed.
14. Email routine Fiscal Services Office communications, announcements, and reminders to staff as needed.
15. Serve as a back-up for processing payroll including staff expense reimbursements in accordance to established rules, procedures and regulations.
16. Serve as back-up for creation and monitoring purchase orders as needed in SWIFT or internal files for joint offices and commissions.
17. Serve as back-up for billing as needed.
18. Serve as back-up for processing state purchase card transactions as needed.
19. Serve as backup of drafting or review of benefits letters for separating staff as needed.
20. Serve as back up with asset management including identifying capitol assets, transaction entries in SWIFT, and/or an additional asset management system and lead annual inventory tracking process for assets under the fiscal oversight of the LCC.\*
21. Assist with training orientation of new employees if needed.
22. Assist with development of salary and merit pool spreadsheets as needed.
23. Assist LCC HR director with providing back-up Designated Department Insurance Representative (DDIR) resources if needed, and attend trainings.
24. Assist with approval of Enterprise Learning Management (ELM) course request for staff.
25. Assist with fiscal year close and fiscal year open activities to ensure statewide fiscal deadlines are met.
26. Assist with supplying reports and information needed for biennium financial audit when needed.
27. Provide assistance when requested to Deputy Director and FSO Manager for review of policy and procedures.
28. Along with other Fiscal Services Office staff, monitor MMB HR and Payroll bulletins and newsletters, and agency support correspondences. Communicate to staff important matters.
29. Along with other Fiscal Services Office staff, maintain orderly electronic and paper file system. Review records and destroy or archive per record retention policy.
30. Other duties as assigned.

**Budget Responsibility:**

None.

**Supervisor Responsibility:**

None.

**Scope of Relationships:**

- Frequent communication with joint legislative office and commission staff.
- Work collaboratively with fiscal and personnel of joint legislative offices and commissions.
- Frequent interaction with the fiscal and human resource offices of the Office of the Legislative Auditor, House, and Senate.
- Contact with legislative and public members of joint legislative commissions.
- Frequent contact with state agency personnel including the budget, payroll, system management and human resource personnel of Minnesota Management and Budget.

#### Working Conditions/Physical Demands:

- Normal office conditions. May be required to work long hours as needed.
- 85% sitting
- 10% walking
- 5% standing
- < 1% lifting max of 15 lbs.

#### Confidentiality:

- Maintain confidentiality of information not generally known or publicly disclosed by the LCC related to the LCC's business, including, but not limited to:
  - financial information
  - employment information
  - employee information
  - personnel data
  - political information
  - data regarding or relating to members of the LCC, House or Senate
  - management systems
  - any other non-public information or publicly disclosed information that concerns the business or operations of the LCC.

#### Minimum Qualifications:

- Accounting coursework plus one year of related work experience for Fiscal Services Assistant I. One year of related work experience may be substituted for one year of coursework requirement.
- Perform duties in an objective, confidential, non-partisan, and professional manner.
- Strong communication, customer service, and organizational skills.
- Strong analytical skills.
- Experience in spreadsheet and word processing software.
- For a Fiscal Services Specialist II, two years of experience as a Fiscal Services Specialist I. For a Fiscal Services Specialist III, two years of experience as a Fiscal Services Specialist II.

#### Desired Qualifications:

- Technical degree or undergraduate degree in accounting.
- Experience with Statewide systems such as Document Direct, SEMA4, SWIFT, AMA, Data Warehouse and EPM (report software).

- Ability to generate query and custom reports in Statewide systems (financial and personnel).
- Demonstrated proficient computer skills in Word, Excel, Outlook and Adobe.
- Experience with legislative process.
- Superior personnel relations skills.
- Ability to adapt to change and manage disruptions.
- Familiarity with generally accepted accounting principles and statements of governmental accounting standards issued by Governmental Accounting Standards Board. Experience with a financial audit process.

\* Represents duties that are essential under the Americans with Disabilities Act.