Office of the State Public Defender
Financial Specialist Senior

POSITION SUMMARY:

This position provides fiscal and administrative support for the Office of the State Public Defender (SPD). This position devotes significant time to auditing and processing payment activities (e.g., invoices, accounts receivable, etc.) in the SPD’s Administrative Division. Financial work requires the use of different funding sources including GPR and PR accounting strings. The position is also responsible for in-state and out-of-state travel claims processing, administering the agency fleet program and administering the agency billing policies for telecommunications.

This position requires a high degree of professionalism, accountability, confidentiality, efficiency, independence and accuracy with a substantial knowledge of the laws, rules and procedures regulating State financial practices. Work is performed under the general supervision of the Budget Director in the Fiscal Unit.

GOAL AND ACTIVITIES:

75% Goal A: Administration and coordination of payment activities and report preparation for agency accounts payables including complex and routine invoicing.

A1. Audit, code, and process for payment invoices using the state's accounting system. Verify payment is made to correct vendor, goods and services have been received, and the charge is coded to the correct funding source prior to authorizing payment. Verify amounts invoiced to comply with statutory and/or contract requirements. Delete inappropriate charges where applicable.

A2. Ensure payments have necessary staff approvals and attached documentation before processing for payment.

A3. Assure invoices are paid within 30-days, as required by the prompt payment law and respond to vendor inquiries on payment status. If invoices are not paid within 30 days, investigate when goods or services were received, when the invoice was received and calculate the interest due to the vendor before processing payment to vendor.

A4. Conduct research using the state accounting and financial systems or internally-generated spreadsheets if necessary.

A5. Verify vendor orders/invoices against purchase orders. Evaluate necessity and cost of items bringing unusual or costly requests to the attention of the Budget Director for follow-up.

A6. Manage numeric files for completed payment transactions each fiscal year.

A7. Mail vendor checks with required documentation.

A8. Investigate claims of lost checks, prepare proper forms to reissue or obtain copies of checks.
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A9. Correspond with various agencies, vendors and SPD staff on the status of payments and other financial issues. Respond to vendors on invoice and payment questions.

15% **Goal B:** Administration and coordination of accounts receivable activities.

B1. Audit, code, and enter into the state accounting system, revenue deposits for program revenue accounts. Identify and process payments received by the agency.

B2. Ensure checks are properly endorsed prior to deposit to the Cash Management Office.

B3. Ensure cash deposits has all documentation prior to deposit to the Cash Management Office.

B4. Complete all required deposit documentation for depositing all receivables. Complete and submit all required paperwork and checks to the Cash Management Office.

B5. Follow the State Accounting Manual guidelines for cash and check deposits.

10% **Goal C:** Performance of additional financial tasks for the work unit.

C1. Design and implement tables, forms, spreadsheets and analytical reports as directed.

C2. Attend and actively participate in the Fiscal Unit staff meetings.

C3. Provide back-up services for other staff in the Fiscal Unit, including phones, mail sorting, processing transactions, etc.

C4. Perform other duties as assigned.

**Knowledge, Skills and Abilities:**

1. Ability to effectively communicate orally and in writing.

2. Knowledge of invoices and related transactions (e.g., accounts receivables, accounts payable).

3. Knowledge of State and agency travel programs and standards including Travel Schedule Amounts (TSA), travel contracts and contract guidelines.

4. Knowledge and/or experience in generally accepted accounting principles.

5. Knowledge of pre-auditing and auditing techniques.
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6. Ability to use electronic financial systems. Working knowledge of the State's accounting and financial systems.

7. Effective prioritization, organizational, time management and problem-solving skills.

8. Strong knowledge of computer software applications for word processing, spreadsheet and database software (e.g. Microsoft Word, Excel and Access).

9. Working knowledge of state purchasing and printing guidelines and procedures, and utilizing VendorNet.

10. Knowledge of basic accounting, auditing, and bookkeeping methods.

11. Knowledge of diverse funding sources including Program Revenue (PR) and General Program Revenue (GPR).

12. Ability to interpret policies, administrative rules and state statutes.

13. Knowledge and practice of professional telephone etiquette.