

**Arkansas Department of Career Education**

**FISCAL SUPPORT SPECIALIST Job Vacancy Announcement**

**Recruitment Period: September 13, 2016 through September 26, 2016**

**Position Number: 22081597 Class Code: A098C Grade: C112**

**Entry Level Salary: \$25,268.00**

The Arkansas Career Training Institute (ACTI) is recruiting for a/an FISCAL SUPPORT SPECIALIST position. The Fiscal Support Specialist is responsible for performing a variety of fiscal related fiscal tasks that are standard or regular support duties within an assigned department or program. This position is governed by Generally Accepted Accounting Principles, state and federal laws and agency/institution policy. This position is located at ACTI in the Finance Department, 105 Reserve Ave, Hot Springs, Arkansas 71901.

Thoroughly read the attached FISCAL SUPPORT SPECIALIST Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

**Employment Application Procedure**

Apply online through the Arkansas State Jobs website at [www.arstatejobs.com](http://www.arstatejobs.com). Upload your current resume with your employment application. Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 11:59 p.m., September 26, 2016.

The Arkansas Career Training Institute is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

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### **FISCAL SUPPORT SPECIALIST Functional Job Description**

**Position Number: 22081597 Class Code: A098C Grade: C112**

#### **Position Summary**

The Fiscal Support Specialist is responsible for performing a variety of fiscal related fiscal tasks that are standard or regular support duties within an assigned department or program. This position is governed by Generally Accepted Accounting Principles, state and federal laws and agency/institution policy.

#### **Education and Professional Work Experience**

The formal education equivalent of a high school diploma; plus two years of bookkeeping, basic accounting, billing, or related experience. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

#### **Job Duties and Responsibilities**

Receives, reviews, and audits documents to ensure completion; verifies codes, calculations, authorizations and additional required information. Performs data entry of various information, including invoices and payments, to internal automated tracking and reporting system, general ledger, or other appropriate system after reviewing the documents for accuracy. Receives payments, verifies for accuracy, posts money and receipts, and processes funds following prescribed methods; deposits into appropriate accounts. Maintains manual and computerized files. Reviews files for accuracy and corrects information as needed. Files documents alphabetically, numerically, or by other prescribed methods within designated timeframes. Prepares forms, correspondence, reports and other documents utilizing appropriate software. May communicate with vendors and other customers to provide information regarding the status of accounts or other related transactions. May monitor systems to determine the distribution of invoices, contracts, or grants, and may reconcile receipts of bank deposits and bank statements. May create electronic batches of documents and remittances, correct and balance batches, compute tax liabilities, and make corrections. May assist with accounts receivables and accounts payables. Performs other duties as assigned.

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**Job Duties and Responsibilities continued**

Performs the following medical billing tasks HMS daily: checks the printer for HMS reports that printed the night before; processes claims from HMS; transmits claims to SSI for payment; writes off payments that are vocational and self pay transactions; checks claims for the appropriate diagnosis codes; validates claims billed to SSI; runs the remittance reports in SSI system; prints reports from SSI system.

Performs the following medical billing tasks in HMS weekly: reviews claims pending to determine how old the claims are; reviews claims to determine if why the claim has not been processed; determines which claims are over 30 days old and should be written off; reconciles medical billings processed to billings submitted.

Runs bi-monthly reports in HMS for the Medical Records area which will result in the claims being processed and printed the next day. Runs monthly pharmacy and vocational reports in HMS. Processes the claims that need to be written in HMS monthly.

During the weeks when new students are admitted to ACTI, each new student's insurance and primary care physician (PCP) information that has been entered into HMS is reviewed for accuracy.

Verifies invoices are in agreement with the Purchase Order before they are processed for payment. Applies all applicable credits and applicable taxes before the invoice is entered in AASIS. Goods receipts invoices into AASIS upon verification that all information is accurate. Documents the goods receipt was performed by writing the Goods Receipt number on the invoice and/or PO. Reviews goods receipts entered into AASIS for the appropriate Cost Center, Internal Order, G/L code, and partnering information.

Researches vendor inquiries regarding nonpayment of an invoice to determine if the invoice has been paid. Advises the vendor whether or not the invoice was paid, and then works with the vendor to resolve the issue. Consults with the Accounts Payable Coordinator to determine how to resolve the issue involving a warrant that was issued but never cashed. Performs all tasks in accordance with ACTI policies and procedures and/or State and Federal laws.