

Job Code Catalog: Financial

As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
FEM060	Associate Category Manager	SWD	M
Min Salary \$53,310.72	Mid Salary \$70,677.24		Max Salary \$88,043.76
Job Summary Working under the supervision/mentorship of a Senior Category Manager, employee manages a specialized category in the Department of Administrative Services (DOAS) Strategic Sourcing Division. Develops and executes procurement strategies to maximize customer satisfaction and cost for assigned complex category(s). Develops and maintains effective working relationships with internal and external stakeholders.	Entry Qualifications Bachelor's degree in business or public administration or a related field from an accredited college or university. Note: An equivalent combination of education and job-specific experience that provided the knowledge, experience, and competencies required to perform the job successfully at the job level listed may be substituted on a year-over-year basis.		

Job Code	Job Title	Salary Plan	Grade
FEM061	Category Manager	SWD	N
Min Salary \$59,331.12	Mid Salary \$78,955.29		Max Salary \$98,579.45
Job Summary Independent contributor role. Manages and leads a highly specialized category in Department of Administrative Services (DOAS) Strategic Sourcing. Develops and executes procurement strategies to maximize customer satisfaction and minimize cost for assigned complex category(s). Develops and maintains effective working relationships with internal and external stakeholders. Manages a procurement category or multiple categories.	Entry Qualifications Bachelor's degree in business or public administration or a related field from an accredited college or university and four (4) years of experience in purchasing/contracts or procurement sourcing, which includes two (2) years of developing RFQs or RFPs, OR Two (2) years of experience at the lower level Associate Category Manager (FEM060) or position equivalent. Note: An equivalent combination of education and job-specific experience that provided the knowledge, experience, and competencies required to perform successfully at the job at the level listed may be substituted on a year-over-year basis.		

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Job Code	Job Title	Salary Plan	Grade
FEM062	Senior Category Manager	SWD	O
Min Salary \$66,134.16	Mid Salary \$88,309.47		Max Salary \$110,484.78
Job Summary Mentors, directs and provides guidance to Associate Category staff. Manages and leads a highly specialized category in Department of Administrative Services (DOAS) Strategic Sourcing. Develops and executes procurement strategies to maximize customer satisfaction and minimize cost for assigned complex category(s). Develops and maintains effective working relationships with internal and external stakeholders. Manages a procurement category or multiple categories.	Entry Qualifications Bachelor's degree in business or public administration or a related field from an accredited college or university and six years of experience in purchasing/contracts or procurement sourcing, which includes three (3) years of developing complex RFQs or RFPs, and two (2) years of management experience, OR Three (3) years of experience at the lower level Category Manager (FEM061) or position equivalent. This job may require Georgia Procurement Manual area-specific certification(s). Note: An equivalent combination of education and job-specific experience that provided the knowledge, experience, and competencies required to perform successfully at the job listed may be substituted on a year-over-year basis.		

Job Code	Job Title	Salary Plan	Grade
FIM010	Mgr, Accounting/Financial Svcs	SWD	M
Min Salary \$53,310.72	Mid Salary \$70,677.24		Max Salary \$88,043.76
Job Summary Manages the accounting and financial operations of a unit, department or agency. Recommends and implements accounting policies and procedures in accordance with government regulations. Directs subordinate supervisors and staff.	Entry Qualifications Bachelor's degree in accounting and three (3) years of professional accounting job-related experience, which includes one (1) year in a supervisory role; or Two (2) years of experience at the lower level Accountant Spv (FIP024) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIM011	Mgr 2, Account/Financial Svcs	SWD	N
Min Salary \$59,331.12	Mid Salary \$78,955.29		Max Salary \$98,579.45
Job Summary Leads the accounting and financial operations of a unit, department or agency. Recommends and implements accounting policies and procedures in accordance with government regulations. Directs subordinate supervisors and staff.	Entry Qualifications Bachelor's degree in accounting and four (4) years of professional accounting job-related experience, which includes two (2) years in a managerial or supervisory role; or One (1) year of experience at the lower level Mgr, Accounting (FIM010) or equivalent position.		

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Job Code	Job Title	Salary Plan	Grade
FIM012	Sr Mgr, Account/Financial Svcs	SWD	O
Min Salary \$66,134.16	Mid Salary \$88,309.47		Max Salary \$110,484.78
Job Summary Directs the accounting and financial operations of an agency. Recommends and implements accounting policies and procedures in accordance with government regulations. Manages subordinate supervisors and staff.	Entry Qualifications Bachelor's degree in accounting and five (5) years of professional accounting job-related experience, which includes three (3) years in a managerial or supervisory role; or One (1) year of experience at the lower level Mgr 2, Accounting (FIM011) or equivalent position.		
FIM013	Sr Mgr 2, Account/Finance Svcs	SWD	P
Min Salary \$73,821.60	Mid Salary \$98,879.70		Max Salary \$123,937.80
Job Summary Plans the direction for accounting and financial operations of an agency. Recommends and implements accounting policies and procedures in accordance with government regulations. Manages subordinate managers and staff.	Entry Qualifications Bachelor's degree in accounting and five (5) years of professional accounting job-related experience, which includes three (3) years in a managerial or supervisory role; or One (1) year of experience at the lower level Sr Mgr, Accounting (FIM012) or equivalent position.		
FIM014	Dir, Accounting/Financial Svcs	SWD	Q
Min Salary \$82,508.41	Mid Salary \$110,824.07		Max Salary \$139,139.72
Job Summary Oversees the accounting and financial operations of a unit, department or agency. Recommends and implements accounting policies and procedures in accordance with government regulations. Provides leadership to subordinate managers and staff.	Entry Qualifications Bachelor's degree in accounting and six (6) years of professional accounting job-related experience, which includes four (4) years in a managerial or supervisory role; or One (1) year of experience at the lower level Sr Mgr 2, Accounting (FIM013) or Sr Mgr, Financial Reporting (FIM051) or equivalent position.		
FIM020	Mgr, Revenue	SWD	L
Min Salary \$47,982.94	Mid Salary \$63,351.55		Max Salary \$78,720.15
Job Summary Manages the operations of a tax, audit or collection division. Develops and implements departmental policies and procedures. Directs subordinate supervisors and staff.	Entry Qualifications Bachelor's degree in a related field and three (3) years of professional job-related experience, which includes one (1) year in a lead worker, team leader, or supervisory role; or One (1) year of experience at the lower level Auditor/Examiner Spv (FIP033) or equivalent position.		

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Job Code	Job Title	Salary Plan	Grade
FIM021	Mgr 2, Revenue	SWD	M
Min Salary \$53,310.72		Mid Salary \$70,677.24	Max Salary \$88,043.76
Job Summary Leads the operations of a large tax, audit or collection division. Develops and implements departmental policies and procedures. Directs multiple subordinate supervisors and teams.		Entry Qualifications Bachelor's degree in a related field and two (2) years of job-related supervisory or managerial experience; or Two (2) years of experience at the lower level Mgr, Revenue (FIM020) or equivalent position.	
FIM022	Sr Mgr, Revenue	SWD	N
Min Salary \$59,331.12		Mid Salary \$78,955.29	Max Salary \$98,579.45
Job Summary Directs tax collection and tax auditing activities. Develops and implements departmental policies and procedures. Directs subordinate managers and staff.		Entry Qualifications Bachelor's degree in a related field and three (3) years of managerial or supervisory job-related experience; or Three (3) years of experience at the lower level Mgr 2, Revenue (FIM021) or equivalent position.	
FIM023	Sr Mgr 2, Revenue	SWD	O
Min Salary \$66,134.16		Mid Salary \$88,309.47	Max Salary \$110,484.78
Job Summary Plans large or highly specialized tax collection and tax auditing activities. Develops and implements departmental policies and procedures. Provides leadership to subordinate managers and staff.		Entry Qualifications Bachelor's degree in a related field and four (4) years of managerial or supervisory job-related experience; or Four (4) years of experience at the lower level Sr Mgr, Revenue (FIM022) or equivalent position.	
FIM030	Mgr, Budget	SWD	N
Min Salary \$59,331.12		Mid Salary \$78,955.29	Max Salary \$98,579.45
Job Summary Manages activities related to budget preparation and procurement. Supervises the preparation, maintenance and management of an overall agency or division budget. Directs subordinate supervisors and staff.		Entry Qualifications Bachelor's degree in accounting, finance, or public/business administration from an accredited college or university and three (3) years of professional job-related experience in accounting, budgeting, or general management, which includes two (2) years in a managerial or supervisory role; or Two (2) years of experience at the lower level Budget Analyst Spv (FIP013) or equivalent position.	

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Job Code	Job Title	Salary Plan	Grade
FIM031	Sr Mgr, Budget	SWD	O
Min Salary \$66,134.16	Mid Salary \$88,309.47	Max Salary \$110,484.78	
Job Summary Directs activities related to budget preparation and procurement. Supervises the preparation, maintenance and management of an overall agency or division budget. Directs subordinate managers and staff.	Entry Qualifications Bachelor's degree in accounting, finance, or public/business administration from an accredited college or university and four (4) years of professional job-related experience in accounting, budgeting, or public/business administration which includes two (2) years in a managerial or supervisory role; or Three (3) years of experience at the lower level Mgr, Budget (FIM030) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIM032	Dir, Budget	SWD	Q
Min Salary \$82,508.41	Mid Salary \$110,824.07	Max Salary \$139,139.72	
Job Summary Oversees activities related to budget preparation and procurement. Supervises the preparation, maintenance and management of an overall agency or division budget. Provides leadership to subordinate managers and staff.	Entry Qualifications Bachelor's degree in accounting, finance, or public/business administration from an accredited college or university and six (6) years of professional job-related experience in accounting, budgeting, or general management, which includes two (2) years of fiscal analysis work in a budget function and two (2) years in a managerial or supervisory role; or Four (4) years of experience at the lower level Sr Mgr, Budget (FIM031) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIM040	Mgr, Investment	SWD	P
Min Salary \$73,821.60	Mid Salary \$98,879.70	Max Salary \$123,937.80	
Job Summary Manages (in accordance with State Depository Board policies) all Treasury statewide funds transfer, accounting activities and record-keeping systems including, but not limited to, all agency allotment funding, all Treasury investment activity, funding of all General Obligation debt obligations and funding of statewide local government investment pools. Manages support staff.	Entry Qualifications Bachelor's degree in accounting, finance, or business administration from an accredited college or university and four (4) years of professional accounting job-related experience with investments, securities, and bond issues, which includes two (2) years in a managerial or supervisory role.		

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Job Code	Job Title	Salary Plan	Grade
FIM041	Sr Mgr, Investment	SWD	Q
Min Salary	Mid Salary	Max Salary	
\$82,508.41	\$110,824.07	\$139,139.72	
Job Summary		Entry Qualifications	
Directs all aspects of investing state general funds, state-wide local government investment pools, GSFIC unspent bond proceeds and other statewide funds. In consultation with the State Treasurer and Deputy State Treasurer, develops and implements the states investment strategy for all Treasury managed assets. Performance of job duties requires analysis of complex fixed-income securities, financial market conditions and investment performance. Some incumbents may perform the accounting processes, other incumbents will perform the actual investing responsibilities. Manages support staff.		Bachelor's degree in accounting, finance, or business administration from an accredited college or university and six (6) years of professional-level job-related experience with investments, securities, and bond issues, which includes three (3) years in a managerial role; or Three (3) years of experience at the lower level Mgr, Investment (FIM040) or equivalent position.	

Job Code	Job Title	Salary Plan	Grade
FIM042	Dir, Investment	SWD	R
Min Salary	Mid Salary	Max Salary	
\$92,324.50	\$124,321.19	\$156,317.88	
Job Summary		Entry Qualifications	
Oversees all aspects of investing state general funds, state-wide local government investment pools, GSFIC unspent bond proceeds and other statewide funds. In consultation with the State Treasurer and Deputy State Treasurer, develops and implements the states investment strategy for all Treasury managed assets. Performance of job duties requires analysis of complex fixed-income securities, financial market conditions and investment performance. Manages support staff.		Bachelor's degree in accounting, finance, or business administration from an accredited college or university and eight (8) years of professional-level job-related experience with financials which includes six (6) years in a managerial role dealing with investments, securities, and bond issues in the public sector; or Three (3) years of experience at the lower level Sr Mgr, Investment (FIM041) or equivalent position.	

Job Code	Job Title	Salary Plan	Grade
FIP010	Budget Analyst 1	SWD	I
Min Salary	Mid Salary	Max Salary	
\$36,973.63	\$48,213.74	\$59,453.85	
Job Summary		Entry Qualifications	
Under supervision, develops, prepares, analyzes and/or revises budgets and supporting schedules for assigned organizations or program areas. Performs review and analysis of budget program and policy issues, analyzes financial trends or proposed legislation and recommends appropriate courses of action to management. Performs expenditure analyses and prepares budget-related financial summaries and recommendations for management review.		Associate degree in accounting, business/public administration, or finance from an accredited college or university; or Two (2) years of fiscal analysis job-related experience.	

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Job Code	Job Title	Salary Plan	Grade
FIP011	Budget Analyst 2	SWD	J
Min Salary \$39,970.99	Mid Salary \$52,335.11		Max Salary \$64,699.23
Job Summary Under general supervision, develops, prepares, analyzes and/or revises budgets and supporting schedules for assigned organizations or program areas. Performs review and analysis of budget program and policy issues, analyzes financial trends or proposed legislation and recommends appropriate courses of action to management. Performs expenditure analyses and prepares budget-related financial summaries and recommendations for management review.	Entry Qualifications Associate degree in accounting, business/public administration, or finance from an accredited college or university and two (2) years of fiscal analysis job-related experience; or Four (4) years of fiscal analysis job-related experience; or Two (2) years of experience at the lower level Budget Analyst 1 (FIP010) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIP012	Budget Analyst 3	SWD	L
Min Salary \$47,982.94	Mid Salary \$63,351.55		Max Salary \$78,720.15
Job Summary Under broad supervision, develops, prepares, analyzes and/or revises large or complex budgets and supporting schedules for assigned organizations or program areas. Performs review and analysis of budget program and policy issues, analyzes financial trends or proposed legislation and recommends appropriate courses of action to management. May serve as lead worker.	Entry Qualifications Associate degree in accounting, business/public administration, or finance from an accredited college or university and four (4) years of fiscal analysis job-related experience; or Two (2) years of experience at the lower level Budget Analyst 2 (FIP011) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIP013	Budget Analyst Spv	SWD	M
Min Salary \$53,310.72	Mid Salary \$70,677.24		Max Salary \$88,043.76
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees, develops, prepares, analyzes and/or revises large or complex budgets and supporting schedules for assigned organizations or program areas. Performs review and analysis of budget program and policy issues, analyzes financial trends or proposed legislation and recommends appropriate courses of action to management.	Entry Qualifications Associate degree in accounting, business/public administration, or finance from an accredited college or university and five (5) years of fiscal analysis job-related experience, which includes one (1) year in a lead worker, team leader, or supervisory role; or Two (2) years of experience at the lower level Budget Analyst 3 (FIP012) or equivalent position.		

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Job Code	Job Title	Salary Plan	Grade
FIP014	Budget Analyst 4	SWD	M
Min Salary \$53,310.72	Mid Salary \$70,677.24		Max Salary \$88,043.76
Job Summary Under limited supervision, manages, develops, prepares, analyzes, and/or revises large or complex budgets and supporting schedules for assigned organizations or program areas. Performs review and analysis of budget program and policy issues, analyzes financial trends or proposed legislation and recommends appropriate courses of action to management. May serve as lead worker	Entry Qualifications Associate degree in accounting, business/public administration, or finance from an accredited college or university and five (5) years of fiscal analysis job-related experience; or Two (2) years of experience at the lower level Budget Analyst 3 (FIP012) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIP020	Accountant 1	SWD	H
Min Salary \$34,248.75	Mid Salary \$44,467.04		Max Salary \$54,685.32
Job Summary Under supervision, analyzes financial information and prepares financial reports to document or maintain records of assets, liabilities, profit and loss or other financial activities within an agency. Records financial transactions, reconciles accounting records and prepares reports.	Entry Qualifications Bachelor's degree in accounting from an accredited college or university.		

Job Code	Job Title	Salary Plan	Grade
FIP021	Accountant 2	SWD	I
Min Salary \$36,973.63	Mid Salary \$48,213.74		Max Salary \$59,453.85
Job Summary Under general supervision, analyzes financial information and prepares financial reports to document or maintain records of assets, liabilities, profit and loss or other financial activities within an agency. Evaluates, audits and maintains accounts and transaction processing to ensure GAAP compliance.	Entry Qualifications Bachelor's degree in accounting from an accredited college or university and one (1) year of professional accounting job-related experience; or One (1) year of experience at the lower level Accountant 1 (FIP020) or equivalent position.		

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Job Code	Job Title	Salary Plan	Grade
FIP022	Accountant 3	SWD	K
Min Salary \$43,268.09	Mid Salary \$56,868.62	Max Salary \$70,469.15	
Job Summary Under broad supervision, performs or oversees the development, implementation and monitoring of accounting activity for a department or agency. Analyzes financial information and programs, identifies financial trends, makes recommendations to management and prepares a full range of financial reports, including specialized or non-standard reports.	Entry Qualifications Bachelor's degree in accounting and two (2) years of professional accounting job-related experience; or Two (2) years of experience at the lower level Accountant 2 (FIP021) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIP023	Accountant 4	SWD	L
Min Salary \$47,982.94	Mid Salary \$63,351.55	Max Salary \$78,720.15	
Job Summary Under limited supervision, performs or oversees the development, implementation and monitoring of accounting activity for a department or agency. Analyzes financial information and programs, identifies financial trends, makes recommendations to management and prepares a full range of financial reports, including specialized or non-standard reports. May also serve in a lead role.	Entry Qualifications Bachelor's degree in accounting and three (3) years of professional accounting job-related experience; or Two (2) years of experience at the lower level Accountant 3 (FIP022) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIP024	Accountant Spv	SWD	L
Min Salary \$47,982.94	Mid Salary \$63,351.55	Max Salary \$78,720.15	
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees the development, implementation and monitoring of accounting activity for a department or agency. Supervises and plans work of assigned staff. Analyzes financial information and programs, identifies financial trends, makes recommendations to management and prepares a full range of financial reports, including specialized or non-standard reports.	Entry Qualifications Bachelor's degree in accounting and four (4) years of professional accounting job-related experience, which includes one (1) year in a lead worker, team leader, or supervisory role; or Two (2) years of experience at the lower level Accountant 4 (FIP023) or equivalent position.		

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Job Code	Job Title	Salary Plan	Grade
FIP030	Auditor/Examiner 1	SWD	I
Min Salary \$36,973.63	Mid Salary \$48,213.74		Max Salary \$59,453.85
Job Summary Under supervision, audits, examines and analyzes accounting records to determine the financial condition or compliance with tax code of an assigned organization or program. In a learning capacity, prepares financial reports concerning operating procedures.		Entry Qualifications Bachelor's degree in business administration or a closely related field from an accredited college or university; or Three (3) years of professional job-related experience.	

Job Code	Job Title	Salary Plan	Grade
FIP031	Auditor/Examiner 2	SWD	J
Min Salary \$39,970.99	Mid Salary \$52,335.11		Max Salary \$64,699.23
Job Summary Under general supervision, audits, examines and analyzes accounting records to determine the financial condition or compliance with tax code of an assigned organization or program. Prepares financial reports concerning operating procedures and ensures each organizations or programs compliance with applicable standards, laws, rules and regulations.		Entry Qualifications Bachelor's degree in business administration or a closely related field from an accredited college or university and one (1) year of professional job-related experience; or Four (4) years of professional job-related experience; or One (1) year of experience at the lower level Auditor/Examiner 1 (FIP030) or equivalent position.	

Job Code	Job Title	Salary Plan	Grade
FIP032	Auditor/Examiner 3	SWD	K
Min Salary \$43,268.09	Mid Salary \$56,868.62		Max Salary \$70,469.15
Job Summary Under broad supervision, leads, plans and/or conducts the financial or tax audits of assigned organizations or programs and determines scope of investigation required. Auditors at this level generally work in one or more specialized areas of knowledge and conduct non-standard audits, complex or detailed audits or special investigations. May serve as lead worker.		Entry Qualifications Bachelor's degree in business administration or a closely related field from an accredited college or university and two (2) years of professional job-related experience; or Five (5) years of professional job-related experience; or One (1) year of experience at the lower level Auditor/Examiner 2 (FIP031) or equivalent position.	

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Job Code	Job Title	Salary Plan	Grade
FIP033	Auditor/Examiner Spv	SWD	L
Min Salary \$47,982.94	Mid Salary \$63,351.55	Max Salary \$78,720.15	
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees, plans and conducts advanced level financial or tax audits of assigned organizations or programs. Establishes goals, objectives, and audit priorities, and recommends changes in rules and procedures. Auditors at this level generally oversee a full range of audits and are responsible for developing audit standards, investigating and resolving official complaints or grievances, monitoring problem institutions, providing expert testimony, etc.	Entry Qualifications Bachelor's degree in business administration or a closely related field from an accredited college or university and two (2) years of professional job-related experience, which includes one (1) year in a lead worker, team leader, or supervisory role; or Six (6) years of professional job-related experience which includes one (1) year in a lead worker, team lead, or supervisory role; or One (1) year of experience at the lower level Auditor/Examiner 3 (FIP032) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIP040	Payroll Spec 1	SWD	H
Min Salary \$34,248.75	Mid Salary \$44,467.04	Max Salary \$54,685.32	
Job Summary Under supervision, accountable for the payroll function and related programs or processes. Consults with government entities, third-party payroll companies and employees. Interprets organizational policy and government regulations and oversees technical support, customer support and problem resolution.	Entry Qualifications Associate degree in a related field from an accredited college or university; or Two (2) years of payroll/accounting job-related experience.		

Job Code	Job Title	Salary Plan	Grade
FIP041	Payroll Spec 2	SWD	I
Min Salary \$36,973.63	Mid Salary \$48,213.74	Max Salary \$59,453.85	
Job Summary Under general supervision, responsible for the payroll function and related programs or processes. Specialist must be able to perform in a variety of specialized functions and ensures timely administration, reconciliation and compliance of all payroll processing functions. Consults with government entities, third-party payroll companies and employees. Interprets organizational policy and government regulations, and oversees technical support, customer support and problem resolution.	Entry Qualifications Associate degree in a related field from an accredited college or university and two (2) years of payroll/accounting job-related experience; or Four (4) years of payroll or accounting job-related experience; or One (1) year of experience at the lower level Payroll Spec 1 (FIP040) or equivalent position.		

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Job Code	Job Title	Salary Plan	Grade
FIP042	Payroll Spec 3	SWD	K
Min Salary \$43,268.09	Mid Salary \$56,868.62	Max Salary \$70,469.15	
Job Summary Under broad supervision, supervises the payroll function and related programs or processes. Consults with government entities, third-party payroll companies and employees. Interprets organizational policy and government regulations and oversees technical support, customer support and problem resolution.	Entry Qualifications Associate degree in a related field from an accredited college or university and three (3) years of payroll/accounting job-related experience; or Five (5) years of payroll/accounting job-related experience; or One (1) year of experience at the lower level Payroll Spec 2 (FIP041) or equivalent position.		
Job Code	Job Title	Salary Plan	Grade
FIP043	Payroll Spec Spv	SWD	L
Min Salary \$47,982.94	Mid Salary \$63,351.55	Max Salary \$78,720.15	
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Manages payroll operations and related transactions for a large unit, agency, government entities or programs. Administers and interprets policies and government regulations and advises management on law changes or proposed legislation affecting payroll processes.	Entry Qualifications Associate degree in a related field from an accredited college or university and four (4) years of payroll/accounting job-related experience, which includes one (1) year in a lead worker, team leader, or supervisory role over payroll functions; or Six (6) years of payroll/accounting job-related experience, which includes one (1) year experience as a lead worker, team lead, or supervisory role over payroll functions; or One (1) year of experience at the lower level Payroll Spec 3 (FIP042) or equivalent position.		
Job Code	Job Title	Salary Plan	Grade
FIP050	Grants Spec 1	SWD	J
Min Salary \$39,970.99	Mid Salary \$52,335.11	Max Salary \$64,699.23	
Job Summary Under supervision, prepares or consults on the preparation of grant proposals. Administers ongoing grant programs and related funds. Researches service needs and compatible funding sources and prepares or assists with preparation of requests for proposals.	Entry Qualifications Bachelor's degree in business/public administration, finance, or a related field from an accredited college or university; or Four (4) years of job-related experience in grants management, public funds administration, or accounting.		

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Job Code	Job Title	Salary Plan	Grade
FIP051	Grants Spec 2	SWD	K
Min Salary \$43,268.09	Mid Salary \$56,868.62	Max Salary \$70,469.15	
Job Summary Under general supervision, prepares or consults on the preparation of grant proposals. Administers ongoing grant programs and related funds. Researches service needs and compatible funding sources and prepares or assists with preparation of requests for proposals.	Entry Qualifications Bachelor's degree in business/public administration, finance, or a related field from an accredited college or university and one (1) year of job-related experience in grants management, public funds administration, or accounting; or Five (5) years of job-related experience in grants management, or public funds administration; or One year of experience at the lower level Grants Spec 1 (FIP050) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIP052	Grants Spec 3	SWD	L
Min Salary \$47,982.94	Mid Salary \$63,351.55	Max Salary \$78,720.15	
Job Summary Under broad supervision, prepares or consults on the preparation of complex grant proposals. Administers ongoing grant programs and related funds. Researches service needs and compatible funding sources and prepares requests for proposals. May also serve in a lead role.	Entry Qualifications Bachelor's degree in business/public administration, finance, or a related field from an accredited college or university and two (2) years of job-related experience in grant management, public funds administration; or Six (6) years of job-related experience in grants management, public funds administration, or accounting; or One year of experience at the lower level Grants Spec 2 (FIP051) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIP053	Grants Spec Spv	SWD	M
Min Salary \$53,310.72	Mid Salary \$70,677.24	Max Salary \$88,043.76	
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises the preparation of a full range of grant proposals. Administers and oversees ongoing grant programs and related funds. Researches service needs and compatible funding sources and prepares grant proposals or contracts.	Entry Qualifications Bachelor's degree in business administration, finance public administration, or a related field from an accredited college or university and three (3) years of job-related experience which includes one (1) year as a lead worker, team leader, or supervisory role; or Seven (7) years of job-related experience which includes one (1) year as a lead worker, team leader, or supervisory role; or One year of experience at the lower level Grants Spec 3 (FIP052) or equivalent position.		

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Job Code	Job Title	Salary Plan	Grade
FIP060	Financial Analyst 1	SWD	H
Min Salary \$34,248.75	Mid Salary \$44,467.04		Max Salary \$54,685.32
Job Summary Under supervision, performs professional level finance, accounting and fiscal control functions. Performs and/or oversees financial planning, documentation, analysis, reporting and system development. May coordinate the design or implementation of financial/ accounting/budget-related systems and reports.	Entry Qualifications Associate degree in a related area from an accredited college or university and one (1) year of job-related experience in accounting, billing, collection systems, or claims; or One (1) year of professional job-related experience in general accounting, billing, and collection systems and/or claims.		
Job Code	Job Title	Salary Plan	Grade
FIP061	Financial Analyst 2	SWD	J
Min Salary \$39,970.99	Mid Salary \$52,335.11		Max Salary \$64,699.23
Job Summary Under general supervision, performs professional level finance, accounting and fiscal control functions. Performs and/or oversees financial planning, documentation, analysis, reporting and system development. May coordinate the design or implementation of financial/accounting/budget related systems and reports.	Entry Qualifications Associate degree in a related area from an accredited college or university and two (2) years of professional job-related experience in accounting, billing, and collection systems or claims; or Two (2) years of professional job-related experience in general accounting, billing, and collection systems and/or claims; or One (1) year of experience at the lower level Financial Analyst 1 (FIP060) or equivalent position.		
Job Code	Job Title	Salary Plan	Grade
FIP062	Financial Analyst 3	SWD	L
Min Salary \$47,982.94	Mid Salary \$63,351.55		Max Salary \$78,720.15
Job Summary Under broad supervision, performs advanced level finance, accounting and fiscal control functions. Performs and/or oversees financial planning, documentation, analysis, reporting and system development. Leads and coordinates the design or implementation of financial/accounting/budget related systems and reports. Enforces compliance with laws and regulations governing financial instruments, taxes, real estate and securities transactions. May also serve in a lead role.	Entry Qualifications Associate degree in a related area from an accredited college or university and three (3) years of professional job-related experience in accounting, billing and collection systems, or claims; or Four (4) years of professional job-related experience in general accounting, billing, and collection systems and/or claims; or One (1) year of experience at the lower level Financial Analyst 2 (FIP061) or equivalent position.		

Job Code Catalog: Financial

As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
FIP063	Financial Analyst Spv	SWD	M
Min Salary \$53,310.72	Mid Salary \$70,677.24		Max Salary \$88,043.76
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees and performs advanced-level finance, accounting and fiscal control functions. Oversees financial and strategic planning, accounting, and financial systems development. Assesses pending legislation, performs complex research and makes financial recommendations to management.	Entry Qualifications Associate degree and four (4) years of professional job-related experience in accounting, billing and collection systems, or claims, which includes two (2) years in a lead worker, team leader, or supervisory role; or Six (6) years of professional job-related experience in general accounting, billing and collection systems, and/or claims which include two (2) years in a lead worker, team leader, or supervisory role; or One (1) year of experience at the lower level Financial Analyst 3 (FIP062) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIP070	Billings Spec 1	SWD	H
Min Salary \$34,248.75	Mid Salary \$44,467.04		Max Salary \$54,685.32
Job Summary Under supervision, plans, organizes and manages the operation of the billing functions such as preparation and distribution of invoices, third party payers, preparing claims and posting cash receipts. Analyzes complex billing data and prepares reports for revenue and expenses and other statistical data.	Entry Qualifications High School diploma/GED and one (1) year of job-related experience in accounting, billing, or budget services.		

Job Code	Job Title	Salary Plan	Grade
FIP071	Billings Spec 2	SWD	I
Min Salary \$36,973.63	Mid Salary \$48,213.74		Max Salary \$59,453.85
Job Summary Under general supervision, plans, organizes and manages the operation of the billing functions such as preparation and distribution of invoices, third party payers, preparing claims and posting cash receipts. Analyzes complex billing data and prepares reports for revenue and expenses and other statistical data.	Entry Qualifications High School diploma/GED and two (2) years of job-related experience in accounting, billing, or budget services; or One (1) year of job-related experience at the lower level Billing Spec 1 (FIP070) or equivalent position.		

Job Code Catalog: Financial

As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
FIP072	Billings Spec 3	SWD	J
Min Salary \$39,970.99	Mid Salary \$52,335.11		Max Salary \$64,699.23
Job Summary Under broad supervision, plans, organizes and manages the operation of the billing functions such as preparation and distribution of invoices, third party payers, preparing claims and posting cash receipts. Analyzes complex billing data and prepares reports for revenue and expenses and other statistical data.		Entry Qualifications High School diploma/GED and two (2) years of supervisory or three (3) years of job-related experience performing billing functions; or One (1) year of job-related experience at the lower level Billing Spec 2 (FIP071) or equivalent position.	

Job Code	Job Title	Salary Plan	Grade
FIP073	Billings Spec Spv	SWD	K
Min Salary \$43,268.09	Mid Salary \$56,868.62		Max Salary \$70,469.15
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees the planning and management of the billing functions of a division or agency. Prepares and distributes invoices, manages third party payers, prepares claims and posts cash receipts. Analyzes complex billing data and prepares reports for revenue and expenses and other statistical data.		Entry Qualifications High School diploma/GED and five (5) years of supervisory or lead worker experience in accounting, billing, or budget services which includes one (1) year in a lead worker, team leader, or supervisory role; or Two (2) years of experience at the lower level Billing Spec 3 (FIP072) or equivalent position.	

Job Code	Job Title	Salary Plan	Grade
FIP080	Fiscal Policy Analyst 1	SWD	J
Min Salary \$39,970.99	Mid Salary \$52,335.11		Max Salary \$64,699.23
Job Summary Under supervision, reviews and analyzes budget requests and policy alternatives for assigned agencies.		Entry Qualifications Bachelor's degree in business or related degree from an accredited college or university and one (1) year work of professional job-related work experience.	

Job Code	Job Title	Salary Plan	Grade
FIP081	Fiscal Policy Analyst 2	SWD	L
Min Salary \$47,982.94	Mid Salary \$63,351.55		Max Salary \$78,720.15
Job Summary Under general supervision, reviews and analyzes budget requests and policy alternatives for assigned agencies and makes recommendations.		Entry Qualifications Bachelor's degree in business or related degree from an accredited college or university and two (2) years of professional job-related work experience; or Two (2) years of experience at the lower level Fiscal Policy Analyst 1 (FIP080) or equivalent position.	

Job Code Catalog: Financial

As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
FIP082	Fiscal Policy Analyst 3	SWD	N
Min Salary \$59,331.12	Mid Salary \$78,955.29		Max Salary \$98,579.45
Job Summary Under broad supervision, reviews and analyzes budget requests and policy alternatives for assigned agencies and makes recommendations. May serve in a lead role.	Entry Qualifications Bachelor's degree in business or related degree from an accredited college or university and four (4) years of professional job-related work experience; or Two (2) years of experience at the lower level Fiscal Policy Analyst 2 (FIP081) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIP083	Fiscal Policy Analyst Spv	SWD	O
Min Salary \$66,134.16	Mid Salary \$88,309.47		Max Salary \$110,484.78
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Reviews and analyzes budget requests and policy alternatives for assigned agencies and makes recommendations.	Entry Qualifications Bachelor's degree in business or related degree from an accredited college or university AND Five years work experience in a position equivalent OR Master's degree in business or related degree from an accredited college or university AND Three years work experience in a position equivalent Or Two Years of experience required at the lower level Fiscal Policy Analyst 3 (FIP082) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
FIP090	Financial Investment Analyst 1	SWD	Q
Min Salary \$82,508.41	Mid Salary \$110,824.07		Max Salary \$139,139.72
Job Summary Under supervision, responsible for the preparation of financial assessments of capital investments. May develop computer models for the purpose of analyzing, forecasting and controlling financial data relating to investment alternatives and new projects. May prepare financial assessments/analysis in support of post investment reviews.	Entry Qualifications Bachelor's degree in accounting or finance from an accredited college or university and one (1) year of experience in financial analysis, budgeting, forecasting, or financial modeling.		

Job Code Catalog: Financial

As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
FIP091	Financial Investment Analyst 2	SWD	R
Min Salary	Mid Salary	Max Salary	
\$92,324.50	\$124,321.19	\$156,317.88	
Job Summary		Entry Qualifications	
Under general supervision, responsible for preparation of financial assessments of capital investments. May develop computer models for the purpose of analyzing, forecasting and controlling financial data relating to investment alternatives and new projects. Prepares financial assessments/analysis in support of post investment reviews.		Bachelor's degree in accounting/finance and three (3) years of experience in accounting or finance; or Two (2) years of experience at the lower level Financial Investment Analyst 1 (FIP090) or equivalent position.	

Job Code	Job Title	Salary Plan	Grade
FIP092	Financial Investment Analyst 3	SWD	S
Min Salary	Mid Salary	Max Salary	
\$103,416.69	\$139,572.95	\$175,729.21	
Job Summary		Entry Qualifications	
Under broad supervision, delegates and monitors subordinates on the preparation of financial assessments of capital investments and allocates work. May develop computer models for the purpose of analyzing, forecasting and controlling financial data relating to investment alternatives and new projects. May prepare financial assessments/analysis in support of post investment reviews. May serve in a lead role and/or train staff.		Bachelor's degree in accounting/finance from an accredited college or university and five (5) years of progressive analytical job-related experience; or Two (2) years of experience at the lower level Financial Investment Analyst 2 (FIP091) or equivalent position.	

Job Code	Job Title	Salary Plan	Grade
FIP101	Financial Reporting Analyst 1	SWD	M
Min Salary	Mid Salary	Max Salary	
\$53,310.72	\$70,677.24	\$88,043.76	
Job Summary		Entry Qualifications	
Under supervision, applies accounting techniques to compile, analyze and document agencies financial data. Learns to summarize and report information for financial statements and quarterly or annual reports.		Bachelor's degree in accounting and one (1) year of professional-level job-related experience in accounting.	

Job Code Catalog: Financial

As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
FIP102	Financial Reporting Analyst 2	SWD	N
Min Salary \$59,331.12	Mid Salary \$78,955.29		Max Salary \$98,579.45
Job Summary Manages the preparation and distribution of quarterly and annually issued financial reports. Responsible for managing the specialized use of accounting techniques to compile, analyze, and document agencies financial data for financial statements and quarterly or annual reports. Recommends and implements accounting policies and procedures.	Entry Qualifications Bachelor's degree in accounting from an accredited college or university and two (2) years of professional-level job-related experience in accounting; or One (1) year of experience at the lower-level Financial Reporting Analyst 1 (FIP101) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIP111	Out of State Auditor 1	SWD	M
Min Salary \$53,310.72	Mid Salary \$70,677.24		Max Salary \$88,043.76
Job Summary Under general supervision, develops, plans and evaluates internal audit programs for the State agency's accounting and statistical records and the activities of various entities to ensure compliance with the State of Georgia's policies, procedures and standards. Determines proper accountability of assets. Audits accounting records of contract agreements in which the State of Georgia business entity is involved. Prepares reports for management on the results of audits, providing recommendations on improvements. Interfaces with and assists outside auditors to expedite their work.	Entry Qualifications Bachelor's degree in business from an accredited college or university and three (3) years of job-related auditing experience.		

Job Code	Job Title	Salary Plan	Grade
FIP112	Out of State Auditor 2	SWD	N
Min Salary \$59,331.12	Mid Salary \$78,955.29		Max Salary \$98,579.45
Job Summary Under broad supervision, works independently to develop, plan and evaluate audit programs for the State agency's accounting and statistical records and the activities of various entities to ensure compliance with the State of Georgia's policies, procedures and standards. Determines proper accountability of assets. Audits accounting records of contract agreements in which the State of Georgia business entity is involved. Prepares reports for management on the results of audits, providing recommendations on improvements. Interfaces with and assists outside auditors to expedite their work.	Entry Qualifications Bachelor's degree in business from an accredited college or university and one (1) year of experience at the lower level Out of State Auditor 1 (FIP111) or equivalent position.		

Job Code Catalog: Financial

As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
FIP120	Financial Forensic Auditor 1	LAW	LK
Min Salary \$50,876.53	Mid Salary \$65,830.23		Max Salary \$80,783.92
Job Summary Under supervision, uses accounting, auditing, computer and investigative skills to assist in examining financial evidence of an alleged crime. In a learning capacity, prepares spreadsheets and charts for presentations and courtroom testimony.	Entry Qualifications Bachelor's degree in finance, accounting or a related field from an accredited college or university AND two basic and two intermediate or advanced accounting courses.		

Job Code	Job Title	Salary Plan	Grade
FIP121	Financial Forensic Auditor 2	LAW	LL
Min Salary \$55,262.95	Mid Salary \$71,861.55		Max Salary \$88,460.15
Job Summary Under general supervision, uses accounting, auditing, computer and investigative skills to assist in examining financial evidence of an alleged crime and prepares spreadsheets and charts for presentations and courtroom testimony.	Entry Qualifications Bachelor's degree in finance, accounting or a related field from an accredited college or university AND Two years of experience required at the lower level Financial Forensic Auditor 1 (FIP120) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
FIP122	Financial Forensic Auditor 3	LAW	LM
Min Salary \$60,131.87	Mid Salary \$78,556.32		Max Salary \$96,980.77
Job Summary Under broad supervision, uses accounting, auditing, computer and investigative skills to assist in examining financial evidence of an alleged crime. Prepares spreadsheets and charts for presentations and courtroom testimony.	Entry Qualifications Bachelor's degree in finance, accounting or a related field from an accredited college or university AND Two years of experience required at the lower level Financial Forensic Auditor 2 (FIP121) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
FIP123	Financial Forensic Auditor 4	LAW	LN
Min Salary \$65,536.37	Mid Salary \$85,987.52		Max Salary \$106,438.66
Job Summary Under limited supervision, serves as subject matter expert (SME) and uses accounting, auditing, computer and investigative skills to assist in examining financial evidence of an alleged crime. Prepares spreadsheets and charts for presentation and courtroom testimony. May also serve in a lead role.	Entry Qualifications Bachelor's degree in finance, accounting or a related field from an accredited college or university AND Four years of experience required at the lower level Financial Forensic Auditor 3 (FIP122) or position equivalent.		

Job Code Catalog: Financial

As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
FIS010	Finance Clerk 1	SWD	D
Min Salary \$25,611.26	Mid Salary \$32,125.21		Max Salary \$38,639.15
Job Summary Under direct supervision, performs billing functions or claims processing, balances receipts or records, collects payments, records or posts financial and accounting data and compiles/maintains related documents. Reviews claims, billing, payroll or similar data for accuracy. Makes routine determinations regarding payments or claims, advises customers of payment status and provides related clerical support to assigned unit or function.	Entry Qualifications High school diploma/GED		

Job Code	Job Title	Salary Plan	Grade
FIS011	Finance Clerk 2	SWD	E
Min Salary \$27,472.39	Mid Salary \$34,637.73		Max Salary \$41,803.06
Job Summary Under general supervision, performs billing functions or claims processing, balances receipts or records, collects payments, records or posts financial and accounting data and compiles/maintains related documents. Reviews claims, billing, payroll or similar data for accuracy. Makes routine determinations regarding payments or claims, advises customers of payment status and provides related clerical support to assigned unit or function.	Entry Qualifications High School diploma/GED and one (1) year or job-related experience or One (1) year of experience at the lower level Finance Clerk 1 (FIS010) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIS012	Finance Clerk 3	SWD	F
Min Salary \$29,519.63	Mid Salary \$37,401.50		Max Salary \$45,283.37
Job Summary Under broad supervision, provides clerical support and financial processing for an assigned financial, tax or accounting related function. Prepares or analyzes data or statistics for reports, establishes or updates accounts, advises clients, prepares billing and financial reports and performs financial transactions and related bookkeeping functions for assigned area. May act as lead worker.	Entry Qualifications High School diploma/GED and two (2) years of job-related experience; or One (1) year of experience at the lower level Finance Clerk 2 (FIS011) or equivalent position.		

Job Code Catalog: Financial

As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
FIS013	Finance Clerk Spv	SWD	G
Min Salary \$31,771.59	Mid Salary \$41,060.94		Max Salary \$50,350.29
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Provides clerical support and financial processing for an assigned financial, tax or accounting-related function. Prepares or analyzes data or statistics for reports, establishes or updates accounts, advises clients, prepares billing and financial reports and performs financial transactions and related bookkeeping functions for assigned area.	Entry Qualifications High School diploma/GED and three (3) years of job-related experience, which includes one (1) year in a lead worker, team leader, or supervisory role; or Two (2) years of experience at the lower level Finance Clerk 3 (FIS012) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIT010	Tax Examiner 1	SWD	F
Min Salary \$29,519.63	Mid Salary \$37,401.50		Max Salary \$45,283.37
Job Summary Under direct supervision, trains to determine tax liability or collects taxes from individuals or business firms according to prescribed laws and regulations.	Entry Qualifications Associate degree in accounting or a related area from an accredited college or university; or One (1) year of job-related experience.		

Job Code	Job Title	Salary Plan	Grade
FIT011	Tax Examiner 2	SWD	G
Min Salary \$31,771.59	Mid Salary \$41,060.94		Max Salary \$50,350.29
Job Summary Under general supervision, determines tax liability or collects taxes from individuals or business firms according to prescribed laws and regulations.	Entry Qualifications Associate degree in accounting or related area from an accredited college or university; or Two (2) years of job-related experience in the examination, preparation, or auditing of financial-related documents; or One (1) year of experience at the lower level Tax Examiner 1 (FIT010) or equivalent position.		

Job Code Catalog: Financial

As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
FIT012	Tax Examiner 3	SWD	I
Min Salary \$36,973.63	Mid Salary \$48,213.74		Max Salary \$59,453.85
Job Summary Under broad supervision, provides advanced level technical support to determine tax liability or collect taxes from individuals or business firms according to prescribed laws and regulations. May act as lead worker.	Entry Qualifications Associate degree in accounting or related area from an accredited college or university and one (1) year of job-related experience; or Three (3) years of job-related experience in the examination, preparation, or auditing of financial-related documents; or Two (2) years of experience at the lower level Tax Examiner 2 (FIT011) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIT013	Tax Examiner Spv	SWD	J
Min Salary \$39,970.99	Mid Salary \$52,335.11		Max Salary \$64,699.23
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises the examination, processing, assessment, collection, auditing of taxes and/or provides loan default counseling for individuals or business firms according to prescribed laws and regulations. Plans work of assigned staff.	Entry Qualifications Associate degree in accounting or related area from an accredited college or university and two (2) years of job-related experience in the examination, preparation, or auditing of financial-related documents, which includes one (1) year as a lead worker, team leader, or supervisory role; or Four (4) years of job-related experience in the examination, preparation, or auditing of financial-related documents which includes one (1) year experience in a lead worker, team leader, or supervisory role; or One (1) year of experience at the lower level Tax Examiner 3 (FIT012) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIT020	Accounting Technician 1	SWD	G
Min Salary \$31,771.59	Mid Salary \$41,060.94		Max Salary \$50,350.29
Job Summary Under direct supervision, performs paraprofessional accounting and fiscal control functions, such as accounts payable and receivable, payroll preparation, budget monitoring or related general accounting processes.	Entry Qualifications Associate degree in a business curriculum or related field from an accredited college or university; or High School diploma/GED and two (2) years of job related accounting or fiscal experience; or One (1) year of experience at the lower level Accounting Technician Trainee (FIT019) or equivalent position.		

Job Code Catalog: Financial

As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
FIT021	Accounting Technician 2	SWD	H
Min Salary \$34,248.75	Mid Salary \$44,467.04		Max Salary \$54,685.32
Job Summary Under general supervision, performs paraprofessional accounting and fiscal control functions, such as accounts payable and receivable, payroll preparation, budget monitoring or related general accounting processes.		Entry Qualifications Associate degree in a business curriculum or related field from an accredited college or university and one (1) year of job-related accounting or fiscal experience; or High School diploma/GED and three (3) years of job-related accounting or fiscal experience; or One (1) year of experience at the lower level Accounting Technician 1 (FIT020) or equivalent position.	

Job Code	Job Title	Salary Plan	Grade
FIT022	Accounting Technician 3	SWD	I
Min Salary \$36,973.63	Mid Salary \$48,213.74		Max Salary \$59,453.85
Job Summary Under broad supervision, performs paraprofessional accounting and fiscal control functions, such as accounts payable and receivable, payroll preparation, budget monitoring or related processes. Provides customer service and technical program support for an accounting office or related financial function. May act as lead worker.		Entry Qualifications Associate degree in a business curriculum or related field from an accredited college or university and two (2) years of job-related accounting or fiscal experience; or High School diploma/GED and four (4) years of job-related accounting or fiscal experience; or One (1) year of experience at the lower level Accounting Technician 2 (FIT021) or equivalent position.	

Job Code	Job Title	Salary Plan	Grade
FIT023	Accounting Technician Spv	SWD	J
Min Salary \$39,970.99	Mid Salary \$52,335.11		Max Salary \$64,699.23
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees accounting and fiscal control functions, such as accounts payable and receivable, payroll preparation, budget monitoring or related processes.		Entry Qualifications Associate degree in business or related field from an accredited college or university and three (3) years of job-related accounting or fiscal experience, which includes two (2) years in a lead worker, team leader, or supervisory role; or High School diploma/GED and (5) years of job-related accounting or fiscal experience which includes two (2) years in a lead worker, team leader, or supervisory role; or One (1) year of experience at the lower level Accounting Technician 3 (FIT022) or equivalent position.	

Job Code Catalog: Financial

As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
FIT030	Billing Clerk 1	SWD	D
Min Salary \$25,611.26	Mid Salary \$32,125.21		Max Salary \$38,639.15
Job Summary Under direct supervision, performs a variety of billing functions that includes the preparation and distribution of invoices, processing payments and payment approval. Analyzes billing data and prepares reports for revenue and expenditures.	Entry Qualifications High School diploma/GED and one (1) year of job-related billing or bookkeeping experience.		

Job Code	Job Title	Salary Plan	Grade
FIT031	Billing Clerk 2	SWD	E
Min Salary \$27,472.39	Mid Salary \$34,637.73		Max Salary \$41,803.06
Job Summary Under general supervision, performs a variety of billing functions that includes the preparation and distribution of invoices, processing payments and payment approval. Analyzes billing data and prepares reports for revenue and expenditures.	Entry Qualifications High School diploma/GED and two (2) years of job-related billing/bookkeeping experience; or One (1) year of experience at the lower level Billing Clerk 1 (FIT030) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIT032	Billing Clerk 3	SWD	F
Min Salary \$29,519.63	Mid Salary \$37,401.50		Max Salary \$45,283.37
Job Summary Under broad supervision, performs a variety of billing functions that includes the preparation and distribution of invoices, processing payments and payment approval. Analyzes billing data and prepares reports for revenue and expenditures. May act as lead worker.	Entry Qualifications High School diploma/GED and three (3) years) of job-related billing/bookkeeping experience, which includes one (1) year in a lead worker, team lead, or supervisory role; or One (1) year of experience at the lower level Billing Clerk 2 (FIT031) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIT033	Billing Clerk Spv	SWD	G
Min Salary \$31,771.59	Mid Salary \$41,060.94		Max Salary \$50,350.29
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Performs a variety of billing functions that includes the preparation and distribution of invoices, processing payments and payment approval. Analyzes billing data and prepares reports for revenue and expenditures.	Entry Qualifications High School diploma/GED and four (4) years) of job-related billing/bookkeeping experience, which includes one (1) year in a lead worker, team leader, or supervisory role; or One (1) year of experience at the lower level Billing Clerk 3 (FIT032) or equivalent position		

Job Code Catalog: Financial

As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
FIT040	Claims Examiner 1	SWD	G
Min Salary \$31,771.59	Mid Salary \$41,060.94		Max Salary \$50,350.29
Job Summary Under direct supervision, reviews, evaluates and processes claims or related transactions, using applicable laws, rules and program regulations to determine basic compensability, liability, or eligibility for reimbursement, or to process predetermined monetary claims. Prepares documents initiating payment or settlement of claims, compiles reports and program documentation, and responds to customers or claimants.	Entry Qualifications Associate degree from an accredited college or university; or High school diploma/GED one (1) year of job-related experience.		

Job Code	Job Title	Salary Plan	Grade
FIT041	Claims Examiner 2	SWD	H
Min Salary \$34,248.75	Mid Salary \$44,467.04		Max Salary \$54,685.32
Job Summary Under general supervision, reviews, evaluates and processes claims or related transactions using applicable laws, rules and program regulations to determine basic compensability, liability or eligibility for reimbursement or to process predetermined monetary claims. Prepares documents initiating payment or settlement of claims, compiles reports and program documentation and responds to customers or claimants.	Entry Qualifications Associate degree from an accredited college or university and one (1) year of job-related experience; or High School diploma/GED and two (2) years of job-related experience; or One year of experience at the lower level Claims Examiner 1 (FIT040) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIT042	Claims Examiner 3	SWD	I
Min Salary \$36,973.63	Mid Salary \$48,213.74		Max Salary \$59,453.85
Job Summary Under broad supervision, reviews, investigates and evaluates claims or related data using applicable laws, rules and program regulations to determine eligibility for reimbursement, liability or financial compensation. Provides program-related research, statistical analysis, performs investigations or audits and/or provides assistance to claimants. May serve as lead worker.	Entry Qualifications Associate degree from an accredited college or university and two (2) years of job-related experience; or High School diploma/GED and three (3) years of job-related experience; or One year of experience at the lower level Claims Examiner 2 (FIT041) or equivalent position.		

Job Code Catalog: Financial

As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
FIT043	Claims Examiner Spv	SWD	J
Min Salary \$39,970.99	Mid Salary \$52,335.11		Max Salary \$64,699.23
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Reviews, investigates and evaluates claims or related data using applicable laws, rules and program regulations to determine eligibility for reimbursement, liability or financial compensation. Provides program related research, statistical analysis, performs investigations or audits and/or provides assistance to claimants.	Entry Qualifications Associate degree from an accredited college or university and four (4) four years of job-related experience, which includes one (1) year in a lead worker, team lead, or supervisory role; or High School diploma/GED and five (5) years of job-related experience which includes one (1) year in a lead worker, team leader, or supervisory role; or Two (2) years of experience at the lower level Claims Examiner 3 (FIT042) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIT050	Payroll Tech 1	SWD	G
Min Salary \$31,771.59	Mid Salary \$41,060.94		Max Salary \$50,350.29
Job Summary Under direct supervision, collects, codes, verifies and processes payroll information and related transactions. Answers questions from customers, government agencies and payroll administration companies. Maintains records and files and provides technical support to assigned area.	Entry Qualifications High School diploma/GED and one (1) year of job-related experience.		

Job Code	Job Title	Salary Plan	Grade
FIT051	Payroll Tech 2	SWD	H
Min Salary \$34,248.75	Mid Salary \$44,467.04		Max Salary \$54,685.32
Job Summary Under general supervision, collects, codes, verifies and processes payroll information and related transactions. Answers questions from customers, government agencies and payroll administration companies. Maintains records and files and provides technical support to assigned area.	Entry Qualifications High School diploma/GED and two (2) years of job-related experience; or One (1) year of experience at the lower level Payroll Tech 1 (FIT050) or equivalent position.		

Job Code Catalog: Financial

As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
FIT052	Payroll Tech 3	SWD	I
Min Salary \$36,973.63	Mid Salary \$48,213.74		Max Salary \$59,453.85
Job Summary Under broad supervision, collects, codes, verifies and processes payroll information and related transactions. Answers questions from customers, government agencies and payroll administration companies. Maintains records and files and provides technical support to assigned area. May serve as lead worker.	Entry Qualifications High School diploma/GED and three (3) years of job-related experience; or One (1) year of experience at the lower level Payroll Tech 2 (FIT051) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIT053	Payroll Tech Spv	SWD	J
Min Salary \$39,970.99	Mid Salary \$52,335.11		Max Salary \$64,699.23
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Collects, codes, verifies and processes payroll information and related transactions. Answers questions from customers, government agencies and payroll administration companies. Maintains records and files and provides technical support to assigned area.	Entry Qualifications Associate degree in a related field from an accredited college or university and two (2) years of job-related experience, which includes one (1) year in a lead worker, team lead, or supervisory role; or High school diploma/GED AND five (5) years of job-related experience which includes one (1) year in a lead worker, team leader, or supervisory role; or One (1) year of experience at the lower level Payroll Tech 3 (FIT052) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIT060	Revenue Agent 1	SWD	G
Min Salary \$31,771.59	Mid Salary \$41,060.94		Max Salary \$50,350.29
Job Summary Under direct supervision, learns to investigate individuals, partnerships, and/or corporations through computer inquiry, visual review of records, telephone, correspondence and/or personal contact to determine and ensure compliance with registration, reporting and payment requirements of the Revenue Department. Establishes liability and ensures accurate collection or prepares assessment based on taxpayer records.	Entry Qualifications 60 semester or 90 quarter hours of study from an accredited college or university; or One (1) year of job-related experience; or One (1) year of experience at the lower level Revenue Agent Trainee (FIT059) or equivalent position.		

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Job Code	Job Title	Salary Plan	Grade
FIT061	Revenue Agent 2	SWD	I
Min Salary \$36,973.63	Mid Salary \$48,213.74		Max Salary \$59,453.85
Job Summary Under general supervision, Investigates individuals, partnerships, and/or corporations through computer inquiry, visual review of records, telephone, correspondence and/or personal contact to determine and ensure compliance with registration, reporting and payment requirements of the Revenue Department. Establishes liability and ensures accurate collection, or prepares assessment based on taxpayer records.	Entry Qualifications Associate degree from an accredited college; or Two (2) years of job-related experience; or One (1) year of experience at the lower level Revenue Agent 1 (FIT060) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIT062	Revenue Agent 3	SWD	J
Min Salary \$39,970.99	Mid Salary \$52,335.11		Max Salary \$64,699.23
Job Summary Under broad supervision, delegates and monitors subordinates on the investigating of individuals, partnerships and/or corporations through computer inquiry, visual review of records, telephone, correspondence and/or personal contact to determine and ensure compliance with registration, reporting and payment requirements of the Revenue Department and allocates work. Establishes liability and ensures accurate collection or prepares assessment based on taxpayer records. May serve as lead or train staff.	Entry Qualifications Associate degree from an accredited college or university and one (1) year of job-related experience; or Three (3) years of job-related experience; or Two (2) years of experience at the lower level Revenue Agent 2 (FIT061) or equivalent position.		

Job Code	Job Title	Salary Plan	Grade
FIT063	Revenue Agent Spv	SWD	L
Min Salary \$47,982.94	Mid Salary \$63,351.55		Max Salary \$78,720.15
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Directs subordinates on the investigating of individuals, partnerships and/or corporations through computer inquiry, visual review of records, telephone, correspondence and/or personal contact to determine and ensure compliance with registration, reporting and payment requirements of the Revenue Department and allocates work. Establishes liability and ensures accurate collection or prepares assessment based on taxpayer records.	Entry Qualifications Associate degree from an accredited college or university and two (2) years of job-related experience, which includes one (1) year in a lead worker, team leader, or supervisory role; or Four (4) years of job-related experience, which includes one (1) year in a lead worker, team leader, or supervisory role; or One (1) year of experience at the lower level Revenue Agent 3 (FIT062) or equivalent position.		

Job Code Catalog: Financial

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Job Code	Job Title	Salary Plan	Grade
FIT070	Retirement Specialist 1	SWD	H
Min Salary \$34,248.75	Mid Salary \$44,467.04		Max Salary \$54,685.32
Job Summary Under direct supervision, processes and maintains records for both member and retiree accounts. May determine eligibility and prepares service, disability and death retirement estimates for members. May process, reconcile and balance member salaries and contributions from reporting agencies. May initially process retirement documents from members and retirees.		Entry Qualifications Bachelor's degree in business, accounting, or finance from an accredited college or university.	

Job Code	Job Title	Salary Plan	Grade
FIT071	Retirement Specialist 2	SWD	I
Min Salary \$36,973.63	Mid Salary \$48,213.74		Max Salary \$59,453.85
Job Summary Under general supervision, processes and maintains records for both member and retiree accounts. May determine eligibility and prepares service, disability and death retirement estimates for members. May process, reconcile and balance member salaries and contributions from reporting agencies. May initially process retirement documents from members and retirees.		Entry Qualifications Bachelor's degree in business, accounting, or finance from an accredited college or university; or One (1) year of experience at the lower level Retirement Specialist 1 (FIT070) or equivalent position.	

Job Code	Job Title	Salary Plan	Grade
FIT072	Retirement Specialist 3	SWD	J
Min Salary \$39,970.99	Mid Salary \$52,335.11		Max Salary \$64,699.23
Job Summary Under broad supervision, delegates and monitors subordinates on the processing and maintaining records for both member and retiree accounts and allocates work. May determine eligibility and prepares service, disability and death retirement estimates for members. Processes, reconciles and balances member salaries and contributions from reporting agencies. Processes retirement documents from members and retirees. May serve as lead or train staff.		Entry Qualifications Bachelor's degree in business, accounting, or finance from an accredited college or university and three (3) years of job-related experience; or Two (2) years of experience at the lower level Retirement Specialist 2 (FIT071) or equivalent position.	

Job Code Catalog: Financial

As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
FIT073	Retirement Specialist Spv	SWD	L

Min Salary
\$47,982.94

Mid Salary
\$63,351.55

Max Salary
\$78,720.15

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Directs and manages staff on the overall processing and maintaining of records for both member and retiree accounts.

Entry Qualifications

Bachelor's degree in business, accounting, or finance from an accredited college or university and seven (7) years of job-related experience which includes two (2) years of experience as a lead worker, team lead, or supervisory role; or Two (2) years of experience at the lower level Retirement Specialist 2 (FIT072) or equivalent position.