

Job Code Catalog: Financial

As of: 4/1/25

| Job Code | Job Title | Salary Plan | Grade |
|---|--|--------------|-------|
| FIM010 | Mgr, Accounting/Financial Svcs | SWD | M |
| Min Salary | Mid Salary | Max Salary | |
| \$56,310.72 | \$73,677.24 | \$91,043.76 | |
| Job Summary | Entry Qualifications | | |
| 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. | 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 | Mid Salary | Max Salary | |
| \$62,331.12 | \$81,955.29 | \$101,579.45 | |
| Job Summary | Entry Qualifications | | |
| 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. | 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. | | |
| Job Code | Job Title | Salary Plan | Grade |
| FIM012 | Sr Mgr, Account/Financial Svcs | SWD | O |
| Min Salary | Mid Salary | Max Salary | |
| \$69,134.16 | \$91,309.47 | \$113,484.78 | |
| Job Summary | Entry Qualifications | | |
| 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. | 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. | | |
| Job Code | Job Title | Salary Plan | Grade |
| FIM013 | Sr Mgr 2, Account/Finance Svcs | SWD | P |
| Min Salary | Mid Salary | Max Salary | |
| \$76,821.60 | \$101,879.70 | \$126,937.80 | |
| Job Summary | Entry Qualifications | | |
| 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. | 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. | | |

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| Job Code | Job Title | Salary Plan | Grade |
|--|--------------------------------|---|-------|
| FIM014 | Dir, Accounting/Financial Svcs | SWD | Q |
| Min Salary \$85,508.41 | Mid Salary \$113,824.07 | Max Salary \$142,139.72 | |
| 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. | |
| Job Code | Job Title | Salary Plan | Grade |
| FIM020 | Mgr, Revenue | SWD | L |
| Min Salary \$50,982.94 | Mid Salary \$66,351.55 | Max Salary \$81,720.15 | |
| 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. | |
| Job Code | Job Title | Salary Plan | Grade |
| FIM021 | Mgr 2, Revenue | SWD | M |
| Min Salary \$56,310.72 | Mid Salary \$73,677.24 | Max Salary \$91,043.76 | |
| 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. | |
| Job Code | Job Title | Salary Plan | Grade |
| FIM022 | Sr Mgr, Revenue | SWD | N |
| Min Salary \$62,331.12 | Mid Salary \$81,955.29 | Max Salary \$101,579.45 | |
| 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. | |

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| Job Code | Job Title | Salary Plan | Grade |
|--|---------------------------|--|-------|
| FIM023 | Sr Mgr 2, Revenue | SWD | O |
| Min Salary \$69,134.16 | Mid Salary \$91,309.47 | Max Salary \$113,484.78 | |
| 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. | |
| Job Code | Job Title | Salary Plan | Grade |
| FIM030 | Mgr, Budget | SWD | N |
| Min Salary \$62,331.12 | Mid Salary \$81,955.29 | Max Salary \$101,579.45 | |
| 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. | |
| Job Code | Job Title | Salary Plan | Grade |
| FIM031 | Sr Mgr, Budget | SWD | O |
| Min Salary \$69,134.16 | Mid Salary \$91,309.47 | Max Salary \$113,484.78 | |
| 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. | |

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As of: 4/1/25

| Job Code | Job Title | Salary Plan | Grade |
|---|--------------|--|-------|
| FIM032 | Dir, Budget | SWD | Q |
| Min Salary | Mid Salary | Max Salary | |
| \$85,508.41 | \$113,824.07 | \$142,139.72 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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 | Mid Salary | Max Salary | |
| \$76,821.60 | \$101,879.70 | \$126,937.80 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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. | |

| Job Code | Job Title | Salary Plan | Grade |
|---|--------------------|---|-------|
| FIM041 | Sr Mgr, Investment | SWD | Q |
| Min Salary | Mid Salary | Max Salary | |
| \$85,508.41 | \$113,824.07 | \$142,139.72 | |
| 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. | |

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| Job Code | Job Title | Salary Plan | Grade |
|---|-----------------|---|-------|
| FIM042 | Dir, Investment | SWD | R |
| Min Salary | Mid Salary | Max Salary | |
| \$95,324.50 | \$127,321.19 | \$159,317.88 | |
| 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 financial 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 |
|---|-------------------------|--|-------|
| FIM050 | Financial Reporting Mgr | SWD | O |
| Min Salary | Mid Salary | Max Salary | |
| \$69,134.16 | \$91,309.47 | \$113,484.78 | |
| Job Summary | | Entry Qualifications | |
| 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. | | Bachelor's degree in accounting and four (4) years of professional job-related experience in accounting or closely related fiscal activity, which includes two (2) years in a managerial or supervisory role; or three (3) years of experience at the lower level Financial Reporting Analyst 2 (FIP102) or equivalent position. | |

| Job Code | Job Title | Salary Plan | Grade |
|--|----------------------------|---|-------|
| FIM051 | Financial Reporting Sr Mgr | SWD | P |
| Min Salary | Mid Salary | Max Salary | |
| \$76,821.60 | \$101,879.70 | \$126,937.80 | |
| Job Summary | | Entry Qualifications | |
| Directs the preparation and distribution of quarterly and annually issued financial reports. Oversee compliance with financial disclosures regulations issued by Governmental Accounting Standards Boards. | | Bachelor's degree in accounting and five (5) years of professional job-related experience in accounting or closely related fiscal activity, which includes three (3) years in a managerial role; or four (4) years of experience at the lower level Mgr, Financial Reporting (FIM050) or equivalent position. | |

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| Job Code | Job Title | Salary Plan | Grade |
|---|------------------|--|-------|
| FIP010 | Budget Analyst 1 | SWD | I |
| Min Salary | Mid Salary | Max Salary | |
| \$38,452.58 | \$50,142.29 | \$61,832.00 | |
| 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. | |

| Job Code | Job Title | Salary Plan | Grade |
|---|------------------|---|-------|
| FIP011 | Budget Analyst 2 | SWD | J |
| Min Salary | Mid Salary | Max Salary | |
| \$41,569.83 | \$54,428.52 | \$67,287.20 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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 | Mid Salary | Max Salary | |
| \$50,982.94 | \$66,351.55 | \$81,720.15 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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 Catalog: Financial

As of: 4/1/25

| Job Code | Job Title | Salary Plan | Grade |
|--|--------------------|---|-------|
| FIP013 | Budget Analyst Spv | SWD | M |
| Min Salary | Mid Salary | Max Salary | |
| \$56,310.72 | \$73,677.24 | \$91,043.76 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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. | |

| Job Code | Job Title | Salary Plan | Grade |
|--|------------------|---|-------|
| FIP014 | Budget Analyst 4 | SWD | M |
| Min Salary | Mid Salary | Max Salary | |
| \$56,310.72 | \$73,677.24 | \$91,043.76 | |
| Job Summary | | Entry Qualifications | |
| 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 | | 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 | Mid Salary | Max Salary | |
| \$35,618.70 | \$46,245.72 | \$56,872.73 | |
| Job Summary | | Entry Qualifications | |
| 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. | | Bachelor's degree in accounting from an accredited college or university. | |

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As of: 4/1/25

| Job Code | Job Title | Salary Plan | Grade |
|---|--------------|--|-------|
| FIP021 | Accountant 2 | SWD | I |
| Min Salary | Mid Salary | Max Salary | |
| \$38,452.58 | \$50,142.29 | \$61,832.00 | |
| 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. | |
| Job Code | Job Title | Salary Plan | Grade |
| FIP022 | Accountant 3 | SWD | K |
| Min Salary | Mid Salary | Max Salary | |
| \$44,998.81 | \$59,143.37 | \$73,287.92 | |
| 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 | Mid Salary | Max Salary | |
| \$50,982.94 | \$66,351.55 | \$81,720.15 | |
| 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. | |

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| Job Code | Job Title | Salary Plan | Grade |
|--|----------------|---|-------|
| FIP024 | Accountant Spv | SWD | L |
| Min Salary | Mid Salary | Max Salary | |
| \$50,982.94 | \$66,351.55 | \$81,720.15 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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. | |

| Job Code | Job Title | Salary Plan | Grade |
|--|--------------------|--|-------|
| FIP030 | Auditor/Examiner 1 | SWD | I |
| Min Salary | Mid Salary | Max Salary | |
| \$38,452.58 | \$50,142.29 | \$61,832.00 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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 | Mid Salary | Max Salary | |
| \$41,569.83 | \$54,428.52 | \$67,287.20 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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. | |

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| Job Code | Job Title | Salary Plan | Grade |
|--|--------------------|---|-------|
| FIP032 | Auditor/Examiner 3 | SWD | K |
| Min Salary | Mid Salary | Max Salary | |
| \$44,998.81 | \$59,143.37 | \$73,287.92 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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. | |

| Job Code | Job Title | Salary Plan | Grade |
|--|----------------------|---|-------|
| FIP033 | Auditor/Examiner Spv | SWD | L |
| Min Salary | Mid Salary | Max Salary | |
| \$50,982.94 | \$66,351.55 | \$81,720.15 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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 | Mid Salary | Max Salary | |
| \$35,618.70 | \$46,245.72 | \$56,872.73 | |
| Job Summary | | Entry Qualifications | |
| 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. | | Associate degree in a related field from an accredited college or university; or two (2) years of payroll/accounting job-related experience. | |

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| Job Code | Job Title | Salary Plan | Grade |
|---|------------------|--|-------|
| FIP041 | Payroll Spec 2 | SWD | I |
| Min Salary | Mid Salary | Max Salary | |
| \$38,452.58 | \$50,142.29 | \$61,832.00 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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. | |
| Job Code | Job Title | Salary Plan | Grade |
| FIP042 | Payroll Spec 3 | SWD | K |
| Min Salary | Mid Salary | Max Salary | |
| \$44,998.81 | \$59,143.37 | \$73,287.92 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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 | Mid Salary | Max Salary | |
| \$50,982.94 | \$66,351.55 | \$81,720.15 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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. | |

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| Job Code | Job Title | Salary Plan | Grade |
|--|---|---------------------------|-------|
| FIP050 | Grants Spec 1 | SWD | J |
| Min Salary \$41,569.83 | Mid Salary \$54,428.52 | Max Salary \$67,287.20 | |
| 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. | | |
| Job Code | Job Title | Salary Plan | Grade |
| FIP051 | Grants Spec 2 | SWD | K |
| Min Salary \$44,998.81 | Mid Salary \$59,143.37 | Max Salary \$73,287.92 | |
| 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 \$50,982.94 | Mid Salary \$66,351.55 | Max Salary \$81,720.15 | |
| 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 Catalog: Financial

As of: 4/1/25

| Job Code | Job Title | Salary Plan | Grade |
|--|---------------------|--|-------|
| FIP053 | Grants Spec Spv | SWD | M |
| Min Salary | Mid Salary | Max Salary | |
| \$56,310.72 | \$73,677.24 | \$91,043.76 | |
| 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. | |
| Job Code | Job Title | Salary Plan | Grade |
| FIP060 | Financial Analyst 1 | SWD | H |
| Min Salary | Mid Salary | Max Salary | |
| \$35,618.70 | \$46,245.72 | \$56,872.73 | |
| 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 | Mid Salary | Max Salary | |
| \$41,569.83 | \$54,428.52 | \$67,287.20 | |
| 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 Catalog: Financial

As of: 4/1/25

| Job Code | Job Title | Salary Plan | Grade |
|---|---------------------|---|-------|
| FIP062 | Financial Analyst 3 | SWD | L |
| Min Salary | Mid Salary | Max Salary | |
| \$50,982.94 | \$66,351.55 | \$81,720.15 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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 | Job Title | Salary Plan | Grade |
|---|-----------------------|--|-------|
| FIP063 | Financial Analyst Spv | SWD | M |
| Min Salary | Mid Salary | Max Salary | |
| \$56,310.72 | \$73,677.24 | \$91,043.76 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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 | Mid Salary | Max Salary | |
| \$35,618.70 | \$46,245.72 | \$56,872.73 | |
| Job Summary | | Entry Qualifications | |
| 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. | | High school diploma/GED and one (1) year of job-related experience in accounting, billing, or budget services. | |

Job Code Catalog: Financial

As of: 4/1/25

| Job Code | Job Title | Salary Plan | Grade |
|--|---------------------------|--|-------|
| FIP071 | Billings Spec 2 | SWD | I |
| Min Salary \$38,452.58 | Mid Salary \$50,142.29 | Max Salary \$61,832.00 | |
| 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 | Job Title | Salary Plan | Grade |
| FIP072 | Billings Spec 3 | SWD | J |
| Min Salary \$41,569.83 | Mid Salary \$54,428.52 | Max Salary \$67,287.20 | |
| 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 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 \$44,998.81 | Mid Salary \$59,143.37 | Max Salary \$73,287.92 | |
| 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 Catalog: Financial

As of: 4/1/25

| Job Code | Job Title | Salary Plan | Grade |
|---|---------------------------|--|-------|
| FIP080 | Fiscal Policy Analyst 1 | SWD | J |
| Min Salary \$41,569.83 | Mid Salary \$54,428.52 | Max Salary \$67,287.20 | |
| 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 \$50,982.94 | Mid Salary \$66,351.55 | Max Salary \$81,720.15 | |
| 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 | Job Title | Salary Plan | Grade |
| FIP082 | Fiscal Policy Analyst 3 | SWD | N |
| Min Salary \$62,331.12 | Mid Salary \$81,955.29 | Max Salary \$101,579.45 | |
| 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 \$69,134.16 | Mid Salary \$91,309.47 | Max Salary \$113,484.78 | |
| 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 (5) years of professional job-related work 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 Fiscal Policy Analyst 3 (FIP082) or equivalent position. | |

Job Code Catalog: Financial

As of: 4/1/25

| Job Code | Job Title | Salary Plan | Grade |
|---|--------------------------------|--|-------|
| FIP090 | Financial Investment Analyst 1 | SWD | Q |
| Min Salary \$85,508.41 | Mid Salary \$113,824.07 | Max Salary \$142,139.72 | |
| 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 | Job Title | Salary Plan | Grade |
| FIP091 | Financial Investment Analyst 2 | SWD | R |
| Min Salary \$95,324.50 | Mid Salary \$127,321.19 | Max Salary \$159,317.88 | |
| Job Summary 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. | | Entry Qualifications 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 \$106,416.69 | Mid Salary \$142,572.95 | Max Salary \$178,729.21 | |
| Job Summary 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. | | Entry Qualifications Bachelor's degree in accounting/finance from an accredited college or university and five (5) years of progressive analytical experience; or two (2) years of experience at the lower level Financial Investment Analyst 2 (FIP091) or equivalent position. | |

Job Code Catalog: Financial

As of: 4/1/25

| Job Code | Job Title | Salary Plan | Grade |
|--|-------------------------------|--|-------|
| FIP101 | Financial Reporting Analyst 1 | SWD | M |
| Min Salary | Mid Salary | Max Salary | |
| \$56,310.72 | \$73,677.24 | \$91,043.76 | |
| 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 | Job Title | Salary Plan | Grade |
| FIP102 | Financial Reporting Analyst 2 | SWD | N |
| Min Salary | Mid Salary | Max Salary | |
| \$62,331.12 | \$81,955.29 | \$101,579.45 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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 | Mid Salary | Max Salary | |
| \$56,310.72 | \$73,677.24 | \$91,043.76 | |
| Job Summary | | Entry Qualifications | |
| 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. | | Bachelor's degree in business from an accredited college or university and three (3) years of job-related auditing experience. | |

Job Code Catalog: Financial

As of: 4/1/25

| Job Code | Job Title | Salary Plan | Grade |
|---|------------------------|--|-------|
| FIP112 | Out of State Auditor 2 | SWD | N |
| Min Salary | Mid Salary | Max Salary | |
| \$62,331.12 | \$81,955.29 | \$101,579.45 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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 | Job Title | Salary Plan | Grade |
|--|------------------------------|---|-------|
| FIP120 | Financial Forensic Auditor 1 | LAW | LK |
| Min Salary | Mid Salary | Max Salary | |
| \$53,876.53 | \$70,330.23 | \$86,783.92 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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 | Mid Salary | Max Salary | |
| \$58,262.95 | \$76,361.55 | \$94,460.15 | |
| Job Summary | | Entry Qualifications | |
| 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. | | Bachelor's degree in finance, accounting or a related field from an accredited college or university and two (2) years of experience required at the lower level Financial Forensic Auditor 1 (FIP120) or position equivalent. | |

Job Code Catalog: Financial

As of: 4/1/25

| Job Code | Job Title | Salary Plan | Grade |
|--|------------------------------|---|-------|
| FIP122 | Financial Forensic Auditor 3 | LAW | LM |
| Min Salary | Mid Salary | Max Salary | |
| \$63,131.87 | \$83,056.32 | \$102,980.77 | |
| Job Summary | | Entry Qualifications | |
| 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. | | Bachelor's degree in finance, accounting or a related field from an accredited college or university and two (2) 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 | Mid Salary | Max Salary | |
| \$68,536.37 | \$90,487.52 | \$112,438.66 | |
| Job Summary | | Entry Qualifications | |
| 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. | | Bachelor's degree in finance, accounting or a related field from an accredited college or university and four (4) years of experience required at the lower level Financial Forensic Auditor 3 (FIP122) or position equivalent. | |
| Job Code | Job Title | Salary Plan | Grade |
| FIS010 | Finance Clerk 1 | SWD | D |
| Min Salary | Mid Salary | Max Salary | |
| \$26,635.71 | \$33,410.22 | \$40,184.72 | |
| Job Summary | | Entry Qualifications | |
| 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. | | High school diploma/GED | |

Job Code Catalog: Financial

As of: 4/1/25

| Job Code | Job Title | Salary Plan | Grade |
|---|-----------------|---|-------|
| FIS011 | Finance Clerk 2 | SWD | E |
| Min Salary | Mid Salary | Max Salary | |
| \$28,571.29 | \$36,023.24 | \$43,475.18 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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 | Mid Salary | Max Salary | |
| \$30,700.42 | \$38,897.56 | \$47,094.70 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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 | Job Title | Salary Plan | Grade |
|--|-------------------|---|-------|
| FIS013 | Finance Clerk Spv | SWD | G |
| Min Salary | Mid Salary | Max Salary | |
| \$33,042.45 | \$42,703.38 | \$52,364.30 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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 Catalog: Financial

As of: 4/1/25

| Job Code | Job Title | Salary Plan | Grade |
|---|---------------------------|--|-------|
| FIT010 | Tax Examiner 1 | SWD | F |
| Min Salary \$30,700.42 | Mid Salary \$38,897.56 | Max Salary \$47,094.70 | |
| 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 \$33,042.45 | Mid Salary \$42,703.38 | Max Salary \$52,364.30 | |
| 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 | Job Title | Salary Plan | Grade |
| FIT012 | Tax Examiner 3 | SWD | I |
| Min Salary \$38,452.58 | Mid Salary \$50,142.29 | Max Salary \$61,832.00 | |
| 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 Catalog: Financial

As of: 4/1/25

| Job Code | Job Title | Salary Plan | Grade |
|---|-------------------------|---|-------|
| FIT013 | Tax Examiner Spv | SWD | J |
| Min Salary | Mid Salary | Max Salary | |
| \$41,569.83 | \$54,428.52 | \$67,287.20 | |
| 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 | Mid Salary | Max Salary | |
| \$33,042.45 | \$42,703.38 | \$52,364.30 | |
| 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 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 position equivalent. | |
| Job Code | Job Title | Salary Plan | Grade |
| FIT021 | Accounting Technician 2 | SWD | H |
| Min Salary | Mid Salary | Max Salary | |
| \$35,618.70 | \$46,245.72 | \$56,872.73 | |
| 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 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 position equivalent. | |

Job Code Catalog: Financial

As of: 4/1/25

| Job Code | Job Title | Salary Plan | Grade |
|---|---------------------------|--|-------|
| FIT022 | Accounting Technician 3 | SWD | I |
| Min Salary \$38,452.58 | Mid Salary \$50,142.29 | Max Salary \$61,832.00 | |
| 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 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 position equivalent. | |
| Job Code | Job Title | Salary Plan | Grade |
| FIT023 | Accounting Technician Spv | SWD | J |
| Min Salary \$41,569.83 | Mid Salary \$54,428.52 | Max Salary \$67,287.20 | |
| 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 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 position equivalent. | |
| Job Code | Job Title | Salary Plan | Grade |
| FIT030 | Billing Clerk 1 | SWD | D |
| Min Salary \$26,635.71 | Mid Salary \$33,410.22 | Max Salary \$40,184.72 | |
| 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 \$28,571.29 | Mid Salary \$36,023.24 | Max Salary \$43,475.18 | |
| 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 Catalog: Financial

As of: 4/1/25

| Job Code | Job Title | Salary Plan | Grade |
|---|---------------------------|---|-------|
| FIT032 | Billing Clerk 3 | SWD | F |
| Min Salary \$30,700.42 | Mid Salary \$38,897.56 | Max Salary \$47,094.70 | |
| 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 \$33,042.45 | Mid Salary \$42,703.38 | Max Salary \$52,364.30 | |
| 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 | Job Title | Salary Plan | Grade |
| FIT040 | Claims Examiner 1 | SWD | G |
| Min Salary \$33,042.45 | Mid Salary \$42,703.38 | Max Salary \$52,364.30 | |
| 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 High school diploma/GED and one (1) year of job-related experience. | |

Job Code Catalog: Financial

As of: 4/1/25

| Job Code | Job Title | Salary Plan | Grade |
|--|-------------------|--|-------|
| FIT041 | Claims Examiner 2 | SWD | H |
| Min Salary | Mid Salary | Max Salary | |
| \$35,618.70 | \$46,245.72 | \$56,872.73 | |
| Job Summary | | Entry Qualifications | |
| 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. | | High school diploma/GED and two (2) years of job-related experience; or one (1) 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 | Mid Salary | Max Salary | |
| \$38,452.58 | \$50,142.29 | \$61,832.00 | |
| Job Summary | | Entry Qualifications | |
| 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. | | High school diploma/GED and three (3) years of job-related experience; or one (1) year of experience at the lower level Claims Examiner 2 (FIT041) or equivalent position. | |

| Job Code | Job Title | Salary Plan | Grade |
|--|---------------------|---|-------|
| FIT043 | Claims Examiner Spv | SWD | J |
| Min Salary | Mid Salary | Max Salary | |
| \$41,569.83 | \$54,428.52 | \$67,287.20 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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 Catalog: Financial

As of: 4/1/25

| Job Code | Job Title | Salary Plan | Grade |
|---|----------------|---|-------|
| FIT050 | Payroll Tech 1 | SWD | G |
| Min Salary | Mid Salary | Max Salary | |
| \$33,042.45 | \$42,703.38 | \$52,364.30 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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 | Mid Salary | Max Salary | |
| \$35,618.70 | \$46,245.72 | \$56,872.73 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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 | Job Title | Salary Plan | Grade |
| FIT052 | Payroll Tech 3 | SWD | I |
| Min Salary | Mid Salary | Max Salary | |
| \$38,452.58 | \$50,142.29 | \$61,832.00 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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 Catalog: Financial

As of: 4/1/25

| Job Code | Job Title | Salary Plan | Grade |
|--|------------------|---|-------|
| FIT053 | Payroll Tech Spv | SWD | J |
| Min Salary | Mid Salary | Max Salary | |
| \$41,569.83 | \$54,428.52 | \$67,287.20 | |
| 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 |
|---|-----------------------|--|-------|
| FIT059 | Revenue Agent Trainee | SWD | F |
| Min Salary | Mid Salary | Max Salary | |
| \$30,700.42 | \$38,897.56 | \$47,094.70 | |
| Job Summary Under direct supervision, learns to educate and assist taxpayers in achieving and maintaining voluntary compliance with state tax laws. Performs basic duties related to the investigation and collection of delinquent taxes. This is a training-level role intended to develop foundational skills in tax compliance and enforcement while gaining experience in a professional and supportive environment. | | Entry Qualifications High school diploma/GED and six (6) months of job-related experience. | |

| Job Code | Job Title | Salary Plan | Grade |
|--|-----------------|--|-------|
| FIT060 | Revenue Agent 1 | SWD | G |
| Min Salary | Mid Salary | Max Salary | |
| \$33,042.45 | \$42,703.38 | \$52,364.30 | |
| 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 High school diploma/GED and one (1) year of job-related experience; or one (1) year of experience at the lower level Revenue Agent Trainee (FIT059) or equivalent position. | |

Job Code Catalog: Financial

As of: 4/1/25

| Job Code | Job Title | Salary Plan | Grade |
|---|-----------------|--|-------|
| FIT061 | Revenue Agent 2 | SWD | I |
| Min Salary | Mid Salary | Max Salary | |
| \$38,452.58 | \$50,142.29 | \$61,832.00 | |
| Job Summary | | Entry Qualifications | |
| 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. | | High school diploma/GED and 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 | Mid Salary | Max Salary | |
| \$41,569.83 | \$54,428.52 | \$67,287.20 | |
| Job Summary | | Entry Qualifications | |
| 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. | | High school diploma/GED and one (1) year 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 | Mid Salary | Max Salary | |
| \$50,982.94 | \$66,351.55 | \$81,720.15 | |
| Job Summary | | Entry Qualifications | |
| 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. | | High school diploma/GED and 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

As of: 4/1/25

| Job Code | Job Title | Salary Plan | Grade |
|--|-------------------------|---|-------|
| FIT070 | Retirement Specialist 1 | SWD | H |
| Min Salary | Mid Salary | Max Salary | |
| \$35,618.70 | \$46,245.72 | \$56,872.73 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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 | Mid Salary | Max Salary | |
| \$38,452.58 | \$50,142.29 | \$61,832.00 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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 | Mid Salary | Max Salary | |
| \$41,569.83 | \$54,428.52 | \$67,287.20 | |
| Job Summary | | Entry Qualifications | |
| 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. | | 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 | Job Title | Salary Plan | Grade |
|--|---------------------------|--|-------------|
| FIT073 | Retirement Specialist Spv | SWD | L |
| Min Salary | | Mid Salary | Max Salary |
| \$50,982.94 | | \$66,351.55 | \$81,720.15 |
| Job Summary | | Entry Qualifications | |
| 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. | | 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. | |