

<h1 style="margin:0;">POSITION DESCRIPTION</h1>	<h2 style="margin:0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION General Services	
	UNIT OR OFFICE State Printing	

POSITION CONTROL NUMBER 13214.0	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Account Clerk 3	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 13001.0 Administrative Assistant 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift) Part-time up to 39 hours/week	

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
55	Maintains complex State Printing budget accounts on Central Accounting System (CAS); prepares detailed encumbering & payment documentation; reviews all requests for purchases for State Printing to ensure appropriate funds are available & proper documentation is completed. Reviews & analyzes printing or paper invoices (e.g., received for purchases of complex equipment, large machines, printing supplies, & maintenance agreements) to ensure accuracy, proof of delivery & compliance with terms/conditions of state term contract & technical accuracy as specified by State Printing; compares amounts billed against purchase orders & state term contracts; verifies spending limits. Maintains computer files (e.g., using personal computer & MS Word & Excel) & hard copy filing systems for all documents processed. Enters account data into CAS. Recommends approval or disapproval of invoices; returns disapproved invoices to vendors for correction. Resolves any job questions with vendors. Utilizes amortization schedules to determine equipment leases & maintenance payments & to prepare purchase orders.	Knowledge of (1) state accounting system (CAS);* (2) accounting practices & procedures; (3) agency policies & procedures;* (4) complex equipment & supply accounts for large budget (e.g., \$5-7M); (5) state term contracts for large machine purchases & maintenance agreements; (6) amortization schedules. Skill in (7) operation of a personal computer & related software (e.g., Excel, MS Word, FilemakerPro) & calculator. Ability to (8) carry out detailed but basic written or oral instructions; (9) deal with problems involving several variables in familiar context; (10) understand & solve accounting problems; (11) apply principles to solve practical, everyday problems; (12) count, do basic addition & subtraction; (13) read, comprehend & record figures accurately; (14) copy materials accurately & recognize grammatical & spelling errors; (15) maintain accurate records; (16) prepare meaningful, concise & accurate reports; (17) sort items into categories according to established methods; (18) work alone on most tasks.
15	Maintains records of voucher activity. Uses personal computer & related software/applications (e.g., CAS, MS Word, Excel) to enter approved invoices into CAS on combined VPTE vouchers for processing, records data entry on posting sheets in Excel; updates invoice history into job tracking system; maintains suspense files on all incoming invoices & jobs in process & creates correspondence as necessary.	Knowledge of 1*, 2, 4, 5. Skill in 7 Ability to 9, 10, 12, 13, 14, 15, 16, 17, 18 *developed after employment

April 2-26-03 CB

CLASS TITLE
 Account Clerk 3

 CLASS NUMBER
 16513

List Position Numbers and Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE Richard M. Hickman	DATE 02-25-03
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	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
		%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
	15	Prepares monthly financial/management & budgetary reports using a personal computer & Excel software to compile, organize & manipulate data for reports that detail disbursements, allotments & cash balances. Performs analytical review of data compilations to determine accuracy & consistency of system balances & maintain appropriate archives of reports in print & computer media.	Knowledge of 1*, 2, 4, 5, 6. Skill in 7 Ability to 9, 10, 14, 16, 17, 18	
	15	Contacts fiscal officers to resolve problems in CAS coding & arranges transfer of funds from one quarter to another as necessary. Prepares & types Printing Purchase Order (PPO) modification forms for signature of State Printing Administrator. Responds to customer service requests & performs other job related activities as assigned.	Knowledge of 1*, 4, 5. Skill in 7 Ability to 10, 12, 13.	
<u>Position Specific Minimum Qualifications</u> 6 mos. trg. or 6 mos. exp. within the last two years working with contracts for large machine &/or maintenance agreement purchases; 6 mos. trg. or 6 mos. exp. maintaining complex equipment & supply accounts for budget of 5-7 million dollars; 6 mos. trg. or 6 mos. exp. interpreting amortization schedules for equipment leases & maintenance payments & preparing purchase orders & encumbrances in accordance with such contracts.				
*developed after employment				
	List Position Numbers and Class Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Richard M. Hickman</i>	
			DATE 02-25-03	

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CLASS TITLE
 Account Clerk 3

 CLASS NUMBER
 16513