

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Business Office

POSITION CONTROL NUMBER
17011.0

CLASS TITLE
Management Analyst Supervisor 1

CLASS NUMBER
63215

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Management Analyst Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
10102.0 Fiscal Officer 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 a.m. – 4:30 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	<p>Oversees fiscal functions of Facilities Management (FM) unit (i.e., Skilled Trades and Security) using Generally Accepted Accounting principles (GAAP). Develops building/project maintenance budgets. Operates personal computer using advanced functions of MS Word, Access & Excel (e.g., queries, pivot tables, macros, if/then statements, scenarios & complex formulas) to develop budget & billing unit projections & draft rate methodologies. Analyzes rate-setting methodologies; uses GAAP to prepare fiscal & management rate status reports on regular basis during fiscal year; develops & recommends business improvement plans; provides fiscal analysis of historical data (e.g., labor & material costs) to Skilled Trades unit for development of project quotes. Develops, implements & oversees fiscal policies & procedures for FM. Trains FM managers on fiscal policies, procedures & accounting processes & accounting systems (e.g., Central Accounting System, time-keeping system, accounts receivable system). Researches, develops & recommends improvements to maintenance/ inventory/work order software system & analyzes & manages data.</p>	<p>Knowledge of (1) Generally Accepted Accounting Principles (GAAP); (2) budget development and oversight; (3) fiscal reporting; (4) cost accounting (e.g., payroll & capital budgets); (5) fiscal management; (6) inventory control; (7) agency costing policies and procedures; (e.g. labor and material costing). *</p> <p>Skill in (8) operation of personal computer & software using advanced functions of MS Word, Access & Excel (e.g., queries, pivot tables, macros, if/then statements, scenarios, complex formulas).</p> <p>Ability to (9) develop complex reports; (10) define problems, collect data, establish facts & draw valid conclusions; (11) calculate fractions, decimals & percentages & deal with non-verbal symbols in formulas, equations or graphs; (12) comprehend & record figures accurately; (13) use statistical analysis; (14) communicate effectively verbally and in writing.</p>
25	<p>Provides coordination between Business Office & FM on fiscal issues (e.g., special projects, payment & billing problems, cost accounting problems & payroll). Analyzes business operations to identify weaknesses & inaccuracies in FM policies & procedures by conducting annual Internal Accounting Control Program & developing improvement plans.</p>	<p>Knowledge of 1, 2, 3, 4, 5</p> <p>Skill in 8</p> <p>Ability to 9, 10, 11, 12, 13, 14</p>

* developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

10106.0 Account Clerk 1

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/ce

3/1/06

april 3-2-06 al

