POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS105000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Fiscal Services	Franklin

POSITION NUMBER 20005419

☐ Reclassification ☒ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
College intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

☐ Permanent
☒ Temporary
☐ Intermittent

☐ Classified
☒ Unclassified
☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22
PR 00
Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB CODE TITLE
College Intern

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Under direction of Interim Fiscal Services Manager, assists with fiscal transactions of unit: performs activities associated with check logging & deposit process (e.g., posts ledger & journal entries, determines deposit type); creates credit & adjusted invoices in Ohio Administrative Knowledge System (OAKS); creates invoices in OAKS billing module; reconciles credit card receipts for parking garages, notifies Department of Administrative Services (DAS) program unit personnel of rejected invoices from Ohio Shared Services (OSS); adds origins to OAKS A/R customer records; prepares financial analysis schedules on request from Budget unit or Chief Financial Officer; codes checks with speed charts for OSS; prepares invoices for tenant work order billings; opens & distributes mail.	Knowledge of (1) office practices & procedures; (2) structure of division*; (3) bookkeeping; (4) agency & state bookkeeping policies & procedures*; (5) addition, subtraction, multiplication, division, fractions, percentages & decimals. Skill in (6) operation of computer & associated hardware/software (e.g., Microsoft Office Suite, OAKS*); (7) operation of office equipment (e.g., copier, scanner, calculator). Ability to (8) deal with problems involving few variables; (9) check pairs of items that are similar and dissimilar; (10) comprehend & record figures accurately; (11) maintain accurate records; (12) proofread materials, recognize errors & make corrections; (13) prepare meaningful, concise & accurate reports.
45	Performs miscellaneous administrative functions to facilitate payment processing: scans & emails relevant documentation to appropriate entities (e.g., Treasure of State, Ohio Shared Services); maintains filing system; provides clerical & administrative support to Fiscal Services units.	Knowledge of 1, 2, 3, 4, 5 Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13 *developed after employment

JOB CODE 99940

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	12/4/14

apd 12-4-14 cl