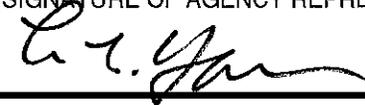


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005426	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Chief Financial Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Executive	Bargaining Unit 22 PR 45 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	40	Under administrative direction of Chief of Operations of Department of Administrative Services (DAS), is responsible for planning, directing, & managing agency financial operations: formulates & implements budget plans & projects expenditures; encumbers funds (e.g., reviews obligation documents, preparation of encumbrances & disbursement vouchers, & adjustments to allotment plan); reviews federal grants, bond documentation & contract agreements to insure compliance with agency, state & federal financial requirements; represents Office of Finance & DAS in meetings with divisions, customer agencies, Office of Budget & Management (OBM), Treasurer of State (TOS) & other interested parties; develops & conducts presentations on fiscal & related topics; responds to public inquiries, as needed.	Knowledge of (1) budgeting; (2) bookkeeping; (3) accounting; (4) supervision; (5) agency policies & procedures (e.g., rate development & administrative cost recovery)*; (6) state government structure & process (e.g., state government organization, state accounting policies, state budget process, Ohio Administrative Knowledge System, Ohio Shared Services, personnel/payroll policies & procedures; payroll/personnel system)*; (7) business/public administration; (8) public finance; (9) organizational theory; (10) program evaluation. Skill in (11) use of personal computer & associated software (e.g., MS Word, Excel, various agency databases & applications*, state accounting & human resources systems*). Ability to (12) define problems, collect data, establish facts, draw valid conclusions, & initiate solutions; (13) interpret variety of laws & regulations; (14) prepare original correspondence & speeches on behalf of agency; (15) prepare meaningful, concise, & accurate reports; (16) deal with many variables & determine specific action; (17) handle sensitive inquiries from & contacts with officials & general public; (18) establish friendly atmosphere; (19) exercise discretion in matters having department-wide impact. *developed after employment	
		List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION	SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 9/8/15	

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POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005426	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Chief Financial Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Executive	Bargaining Unit 22 PR 45 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	35	Develops & maintains internal accounting & auditing procedures & fiscal policies for department; supervises & reviews activities of personnel involved in fiscal operations (payroll, accounting & auditing, accounts payable & receivable, budget & rate development, purchasing, asset management & inventory); develops & supervises preparation of budget, financial statements & other reports & analyzes internal management reports (e.g., budget forecasts & cost projections, revenue & expenditure comparisons, cost allocation plans, workforce plans, payroll accounting & auditing, accounts payable & receivable, budget, purchasing, asset management & inventory).	Knowledge of 1, 2, 3, 4, 5*, 6*, 7, 8, 9, 10 Skill in 11 Ability to 12, 13, 14, 15, 16, 17, 18, 19	
	15	Advises division managers on fiscal & budgetary problems, status of expenditures & other financial matters; interprets policies & directives pertaining to business operations & activities & coordinates fiscal operations of divisions, as well as payroll & unemployment compensation issues.	Knowledge of 1, 2, 3, 4, 5*, 6*, 7, 8, 9, 10 Skill in 11 Ability to 12, 13, 14, 15, 16, 17, 18, 19,	
	10	Conducts research; oversees special projects; prepares required administrative & confidential reports, forms & correspondence (e.g., policy statements, legislative drafts) related to fiscal matters; attends meetings/seminars/classes to keep current on changes in laws, rules & procedures affecting fiscal operations; serves on & chairs assigned committees; completes other related projects as assigned by Chief of Operations.	Knowledge of 1, 2, 3, 4, 5*, 6*, 7, 8, 9, 10 Skill in 11 Ability to 12, 13, 14, 15, 16, 17, 18, 19	
		This position is in unclassified service per section 124.11(A) (9) of Ohio Revised Code.		
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 2/18/15	

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