

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 20005427	<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 Financial Analyst		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 checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 30 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		
75	Works under general direction of Department of Administrative Services (DAS), Administrative Support Division (ASD), Office of Finance, Fiscal Services Unit (FSU) to examine, &/or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, & conformance to reporting & procedural standards: reviews & corrects voucher coding, if necessary; reviews & determines approval of invoices; works with Ohio Shared Services (OSS), Business Management Group, &/or programs to resolve voucher issues (e.g., budget, coding, receipt of goods & services); investigates rejection causes on vouchers & determines solutions; ensures voucher coding, encumbrance, vendor, payment terms are correct, in order to remit to correct addresses; works with OSS, Business Management Group, or programs on responses to inquiries from vendors & internal auditors; facilitates & processes voucher corrections; follows-up on escalation of invoices pending approval; determines coding for certain expenditures; suggests updates to OSS Supplier Account Table (VAT); prepares & analyzes fiscal reports related to Accounts Payable.	Knowledge of (1) business &/or public administration; (2) accounting principles & practices; (3) applicable state & Federal laws, rules & regulations governing fiscal operations*; (4) business office functions (e.g., processing vouchers); (5) PeopleSoft web-based application (e.g., FIN); (6) PeopleSoft Commitment Control Module*; (7) agency policies & procedures*. Skill in (8) use of personal computer & associated hardware/software (e.g., MS Office Suite, OAKS*). Ability to (9) deal with large number of fiscal variables & determine specific course of action; (10) apply accounting principles to solve practical everyday problems; (11) preserve & maintain accurate historical records for future analysis & audit tracking purposes; (12) work independently & within group environment; (13) use proper research methods to define problems, gather & collate data & draw valid conclusions; (14) communicate verbally & in writing on technical & non-technical matters; (15) cooperate with co-workers on group projects.		
		*developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 11/29/16	

apd 11-29-16 al

JOB TITLE
Financial Analyst

 JOB CODE
66562

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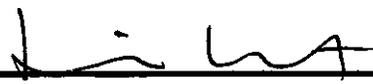
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	USUAL WORKING TITLE OF POSITION Financial Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Assists Fiscal Service Unit with Payment Card (P-card): reviews for proper usage within state guidelines; monitors & processes credit card Payment logs; determines proper expense account for transactions; enters P-card coding into OAKS; works with P-card holders on any issues with log or OAKS transactions; works with Office of Budget & Management (OBM) on P-card post audits; processes Electronic Data Interchange (EDI) vouchers in OAKS; works with Business Management Group or programs in resolving P-card issues (e.g., budget, coding); attaches support to vouchers in OAKS; prepares & analyzes fiscal reports related to P-card.	Knowledge of 1, 2, 3*, 4, 5, 6*, 7 Skill in 8 Ability to 9, 10, 11, 12, 13, 14, 15
5	Performs other related duties: retrieves checks returned to agency from OBM; performs variety of clerical & fiscal tasks to facilitate operational efficiency; assists units within Office of Finance on fiscal tasks; attends meetings & trainings in area of responsibility; works on special fiscal projects assigned by supervisor.	Knowledge of 1, 2, 3*, 4, 7 Skill in 8 Ability to 9, 11, 12, 13, 14, 15

*developed after employment

apd 11-29-16 al

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