

# POSITION DESCRIPTION

AGENCY/DEPT ID  
**DAS102310**

DIVISION OR INSTITUTION  
Administrative Support

UNIT OR OFFICE  
Office of Finance/Service Assurance Unit

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
**20005428**

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Fiscal Specialist

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005818 Management Analyst Supervisor 2

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified

Overtime:  Eligible     Exempt  
If FLSA Exempt, exemption type:

Bargaining Unit **14**  
PR 32  
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
65	<p>Works under general direction of the Department of Administrative Services (DAS), Administrative Support Division (ASD), Office of Finance, Service Assurance Unit in developing and preparing budget for agency programs: analyzes program requirements, payroll projections &amp; spending to develop budget requests, annual budget allotments &amp; General Revenue Fund (GRF) disbursement estimates; distributes budget reports to assigned division program areas; responds to inquiries regarding available budget resources; prepares budget transfer requests as needed; prepares billing rate calculations &amp; proposals for assigned divisions; analyzes actual revenue and spending data to project ending Statewide Cost Allocation Plan (SWCAP) fund balances for assigned rate pools; participates in developing allocation unit estimates, incorporates allocation unit data and budget allotments into calculations, prepares rate option package for supervisor &amp; division management review/approval; identifies payroll coding errors &amp; generates payroll journal entries for submission to DAS/ASD Budget Unit as necessary; prepares administrative cost allocations for assigned divisions &amp; provides information to DAS Accounts Receivable Unit to generate ISTV billings. Prepares generally accepted accounting principles (GAAP); and statewide cost allocation plan (SWCAP) submission requirements for assigned divisions. Performs a variety of procurement activities: assists programs with product and vendor searches and vendor quotations, reviews purchase requests for appropriate justification and approval. Ensures proper coding of encumbrance documents and enters purchase orders into OAKS. Uses assigned payment card to makes small purchases and airline reservations for assigned programs, maintains payment card log. Processes personal service contracts (ensures necessary approvals, reviews scope of work and payment provisions for compliance with state accounting policies, checks spending thresholds in OAKS, assigns fiscal coding), Develops &amp; enters release &amp; permit requests into State Procurement Release &amp; Permit system, monitors purchase order error reports and makes corrections as necessary.</p>	<p>Knowledge of (1) business &amp;/or public administration; (2) budget development; (3) accounting principles &amp; practices; (4) applicable state &amp; Federal laws, rules &amp; regulations governing fiscal operations*; (5) business office functions (e.g., billing); (6) agency policies &amp; procedures related to fiscal reporting*; (7) PeopleSoft web-based application (e.g., FIN); (8) PeopleSoft General Ledger Module; (9) GAAP; (10) SWCAP; (11) cost accounting; (12) agency policies &amp; procedures*. Skill in (13) use of personal computer and associated software and hardware (e.g., MS Office, OAKS*); (14) advanced functions of MS Excel (e.g., if/then statements; linking worksheets; writing formulas, pivot tables); Ability to (15) deal with large number of fiscal variables &amp; determine specific course of action; (16) apply accounting principles to solve practical everyday problems; (17) preserve &amp; maintain accurate historical records for future analysis &amp; audit tracking purposes; (18) work independently &amp; within a group environment; (19) use proper research methods to gather &amp; collate data (19) communicate verbally and in writing on technical and non-technical matters; (20) define problems, collect data, and draw valid conclusion; (21) process procurement requests and accurate fiscal reporting and (22) cooperate with co-workers on group projects.</p> <p>*Developed after employment.</p>

JOB TITLE  
**Fiscal Specialist 2**

JOB CODE **APD 329-10 US**  
**66532**

List Position Numbers & Job Titles of Positions Directly Supervised:

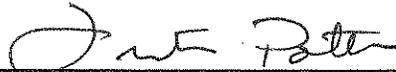
SIGNATURE OF AGENCY REPRESENTATIVE  


DATE  
**3-20-10**

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID <b>DAS102310</b>
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance/Service Assurance Unit	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005428  JOB TITLE Fiscal Specialist 2  JOB CODE APD 3-2-9-10 UAS 66532	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Fiscal Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005818 Management Analyst Supervisor 2	
	<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 <u>14</u> PR 32 Page 2 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: <b>8:00 a.m.</b> TO: <b>5:00 p.m.</b>				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Responsible for processing ISTV (Intra-State Transfer Voucher) invoices received by assigned divisions: obtains division approvals for payment, analyzes and breaks down costs by program/work unit, identifies applicable purchase orders and line numbers and assigns funding source to costs being paid, enters ISTV into the OAKS Financial Module; monitors ISTV billing activity of assigned divisions (e.g., ASD, HRD, OCB & EOD) to ensure invoices are accurate & billed timely to agency customers; analyzes variances between actual revenue activity and revenue estimates; reviews accounts receivables (AR) aging report and performs revenue collection activity (e.g., contacts customers, calculates invoice credits, etc.). Collaborates with Office of Finance Accounts Receivable Unit to ensure appropriate coding of miscellaneous revenue receipts.	Knowledge of 1, 3, 4*, 5, 6*, 7, 8, 12* Skill in 13, 14 Ability to 15, 16, 17, 18, 19, 20, 21, 22.
10	Serves as assigned division (e.g., ASD, HRD, OCB & EOD) telephone coordinator: enters telephone service requests, researches contract information for mobile telecommunications and makes recommendations to divisions;	Knowledge of 1, 3, 4*, 5, 6*, 7, 8, 12* Skill in 13, 14 Ability to 15, 16, 17, 18, 19, 20, 21, 22.
5	Performs administrative duties & special projects as assigned (e.g., special reports and analyses for management to respond to media requests, out-of-state travel request processing, financial disclosure statement fiscal support). Attends meetings.	Knowledge of 1, 3, 4*, 5, 6*, 7, 8, 12* Skill in 13, 14 Ability to 15, 16, 17, 18, 19, 20, 21, 22.
		*Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3-23-10
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