100-000U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support Division

UNIT OR OFFICE
Finance Administration/Policy & Research

POSITION NUMBER 20005429 (1100.0)

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Assistant CFO/ASD Business Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005426 (1000.0) Fiscal Officer 4

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
55	Assists Department of Administrative Services (DAS) Chief Information Officer (CFO) in administration of Office of Finance (FIN) & acts in absence of CFO: plans, directs & coordinates all activities of policy & research for FIN; coordinates research activities to create & revise fiscal policies, directives & procedures to ensure they are responsive to organizational structure of department & needs of operating programs; ensures compliance with applicable laws, rules, & regulations (e.g., cost recovery methodologies, allocation of administrative overhead, implementation of reorganizations, travel); proper use of Ohio Administrative Knowledge System (OAKS); coordinates development of training programs for departmental fiscal staff; researches & recommends appropriate fiscal structure for department; completes special projects on behalf of CFO (e.g., reviews, researches & analyzes sensitive, confidential & innovative fiscal issues & advises CFO on possible impact); conducts research & prepares complex position papers & policy statements & statistical information for CFO; researches & recommends agency position on other funding issues; supervises fiscal & administrative support personnel.	Knowledge of (1) budgeting; (2) employee training & development; (3) supervision; (4) agency policies & procedures (e.g., rate development & administrative cost recovery)*; (5) state government structure & process (e.g., state government organization, state accounting policies, state budget process, OAKS , personnel/payroll policies & procedures; payroll/personnel system)*; (6) business/public administration; (7) public finance; (8) organizational theory; (9) program evaluation; (10) labor relations. Skill in (11) use of personal computer & associated software (e.g., MS Word, Excel, various agency databases*, state accounting & personnel 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 as manager of Administrative Support Division Business Office; (19) exercise discretion in matters having department-wide impact. *developed after employment

JOB CODE TITLE
Fiscal Officer 3

JOB CODE
66537

List Position Numbers and Job Codes of Positions Directly Supervised:

20005428 (1104.0) Fiscal Specialist 2
Fiscal Specialist 1 (to be created)

SIGNATURE OF AGENCY REPRESENTATIVE
[signature]

DATE
10.11.07

HHD 10-19-07 VAW

100-000U

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POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005426 (1000.0) Fiscal Officer 4

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
35	Plans & manages combination of fiscal & related operations for DAS, Administrative Support Division (ASD) (e.g., budget preparation & monitoring, purchasing, contract administration, fixed assets): formulates & implements policies & procedures to ensure division operations adhere to appropriate statutes (e.g., cost accounting, business services, financial accountability); manages projects; authorizes maintenance expenditures; coordinates voice/data communication; oversees rate-making & billing process for all revenue-generating services within division; oversees preparation & maintenance of reports, records, studies & correspondence related to fiscal &/or budgetary activities & operations (e.g., SWCAP, GAAP, IACP); identifies & analyzes potential budget problems & recommends solutions which may lead to reorganization & downsizing; participates in confidential discussions with senior staff; oversees all budget activity related to debt service & building operating payment line items within statewide support program series; monitors cash flow of administrative building fund & provides data & analysis to Ohio Building Authority to assist in timing & sizing of bond issuances.	Knowledge of 1, 4*, 5, 6, (20) applicable state & federal laws, rules, procedures & standards governing fiscal & budgetary operations. Skill in 6. Ability to 7, 8, 9, 10, 11*, 12, 13, (14) accounting.
10	Represents FIN & DAS in meetings with divisions, customer agencies, Office of Budget & Management (OBM) & other interested parties: develops & presents training presentations on fiscal & related topics; attends meetings & trainings; serves on & chairs assigned committees; responds to public inquiries as needed.	Knowledge of 4*, 5*. Skill in 6. Ability to 7, 8, 9, 10, 11*, 12, 13.
	This position is overtime exempt.	*developed after employment

JOB CODE TITLE
Fiscal Officer 3

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66537

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