

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 20005430 (1200.0)	<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: 8:00 a.m. TO: 5:00 p.m.			
	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.		
JOB CODE 66532	JOB TITLE Fiscal Specialist 2	APD 1-26-10 <i>[Signature]</i>		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1-22-10	