

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 20005430 JOB TITLE Senior Budget Analyst JOB CODE 63262	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
	USUAL WORKING TITLE OF POSITION Business Operations 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 33 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		
50	<p>Works under general direction of Department of Administrative Services (DAS), Administrative Support Division (ASD), Office of Finance, Business Management unit to plan & implement capital/operating/division budget & allotments for assigned divisions: develop biennium budget requests, researches & analyzes expenditures to assist assigned divisions in preparing budgetary requirement projections, prepare annual budget allotments & General Revenue Fund (GRF) disbursement estimates; distributes budget reports to assigned division program areas; responds to inquiries regarding available budget resources; participates in confidential discussions with management concerning budget issues; works with supervisor to enact programmatic changes due to budget recommendations; prepares and justifies budget transfer requests as needed; identifies & analyzes potential budget problems and recommends solutions; utilizes Ohio Administrative Knowledge System (OAKS) financial module and COGNOS reports to monitor & balance budgets; prepares billing rate calculations & proposals for assigned divisions; analyzes actual revenue and expenditure data (including fixed and indirect costs) 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 & division management review/approval; identifies payroll coding errors & generates payroll journal entries for submission to DAS/ASD Budget Unit as necessary; prepares administrative cost allocations for assigned divisions & 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.</p>	<p>Knowledge of (1) business &/or public administration; (2) budget development; (3) accounting principles & practices; (4) applicable state & Federal laws, rules & regulations governing fiscal operations*; (5) business office functions (e.g., billing); (6) agency policies & 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 & procedures*.</p> <p>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 & determine specific course of action; (16) apply accounting principles to solve practical everyday problems; (17) preserve & maintain accurate historical records for future analysis & audit tracking purposes; (18) work independently & within a group environment; (19) use proper research methods to gather & 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>		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
			8/14/15	

apd 8-14-15 al

