

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support Division

UNIT OR OFFICE
Office of Finance

POSITION NUMBER
20005431 (1400.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Revenue/Receivables Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005443 (1600.0) Fiscal Officer 3

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
70	Plans, manages, & directs all revenue & receivables, Minority Business Enterprise/Encouraging Diversity Growth & Equity (MBE/EDGE) & payment card activities for the Department of Administrative Services (DAS): oversees processing of receivables (e.g., invoices, pending items, collections & fund deposits); establishes, writes & administers receivable processes to ensure timely & accurate processing & meet state auditing standards for rotary & general revenue funds (GRF); coordinates, writes & administers collection policies; serves as fiscal liaison between the Attorney General's Office & Office of Budget & Management staff in regard to certifying & collecting on past due accounts; maintains balances by account of both billed & outstanding billings; ensures compliance with Statewide Cost Allocation Plan (SWICAP) & generally accepted accounting practices (GAAP); supervises lower-level fiscal staff (e.g., assigns work, approves leave, completes employee performance evaluations; initiates discipline); reviews issuance & cancellation of payment cards; reviews & approves payment card log; oversees billing, payment & ledgers of unemployment compensation billings for DAS; has signature authority for DAS fiscal documents; prepares reports on receivables activity for all accounts; reviews divisions' MBE/EDGE plans for compliance & oversees plan entry into Equal Opportunity Division's web site; prepares reports [e.g., using Cognos &/or PS Query to extract data from Ohio Administrative Knowledge System (OAKS)].	Knowledge of (1) business administration & accounting; (2) supervisory principles & techniques; (3) employee training & development; (4) applicable state & federal laws, rules, procedures & standards governing fiscal & budgetary operations*; Skill in use of (5) personal computer & associated hardware/software (e.g., MS Office, OAKS Finance module*); Ability to (6) deal with large number of fiscal & budgetary variables & determine specific course of action; (7) gather, collate & classify information about data, people or things; (8) handle routine & sensitive inquiries from & contacts with government officials, managers & other agency personnel.
25	Works closely with division managers, supervisors, business & finance office staff to resolve issues related to revenue & receivables: assists with Internal Accounting Control Program (IACP), state audit, SWICAP, ASD & DAS accounting issues by addressing issues related to revenue & receivables.	Knowledge of 1, 2, 3, 4* Skill in 5 Ability to 6, 7, 8
5	Performs other related duties as requested: attends meetings; works on special assignments, acts for Fiscal Service Manager during absences & may assist in supervision of other units within Office of Finance.	Knowledge of 1, 2, 3, 4* Skill in 5 Ability to 6, 7, 8
This position is overtime exempt.		*developed after employment

JOB CODE TITLE
Fiscal Officer 2

JOB CODE
66536

List Position Numbers & Titles of Positions Directly Supervised:
20005432 (1402.0) Fiscal Specialist 1
20005434 (1406.0) Accountant/Examiner 2
20005433 (1404.0) Account Clerk 2

SIGNATURE OF AGENCY REPRESENTATIVE


DATE
9/12/07

AR 9-12-07 JWP