

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS102310

DIVISION OR INSTITUTION  
Administrative Support

UNIT OR OFFICE  
Office of Finance

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005431

Reclassification       New Position       Update      Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Fiscal Services Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
SEE TABLE OF ORGANIZATION

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt  
If FLSA Exempt, exemption type:

Bargaining Unit 22  
PR 14  
Page 1 of 1

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
70	Plans, manages, directs & supervises all fiscal activities within the agency relative to accounts payable (AP), revenue/receivables (AR), & Payment Card (P-Card) for the department. Oversees the processing of AP & AR including vouchering, invoicing, deposits, & collections of funds. Establishes, writes & administers AP & AR processes as needed to ensure timely & accurate processing of AP & AR to meet state auditing standards and ORC 126.30. Oversees the Fiscal Specialist in AP & AR functions including entry of documents (e.g. vouchers, AR pending items, & deposits); approval of these documents & OSS entered vouchers, printing of documents (e.g. P-Card logs, deposits, & ISTVs); maintenance of OAKS tables (e.g. Speedcharts, Reason Codes, & AR Customers); production of monthly & annual reports. Acts as agency Payment Card Administrator & oversees the P-Card program within the agency; works with P-Card Payers on P-Card log review; issuance & cancellation of cards; prepares monthly reports; ensure training of all P-Card Holders, P-Card Payers, P-Card Supervisors; notifies the P-Card holder, supervisor, and business office of any inappropriate or unallowable purchases & determines appropriate corrective action. Serves as departmental fiscal liaison between the Office of Budget & Management, the Attorney General Office, Treasurer of State Office, & other State agencies relating to AP, AR, & P-Card functions. Supervises Fiscal Specialists working on AP, AR, & P-Card activities.	<b>Knowledge of:</b> (1) business administration & accounting; (2) supervisory principles & techniques; (3) employee training & development; (4) applicable state & federal laws, rules, procedures & standards governing fiscal and budgetary operations* <b>Skill in:</b> (5) personal computer & associated hardware & software (e.g. MS Office, OAKS Finance module, & COGNOS) <b>Ability to:</b> (6) deal with large number of fiscal variables & determine specific course of action; (7) gather, collate & classify information about data, people or things; (8) handle routine & sensitive inquiries from government officials, managers, & other agency personnel; (9) maintain accurate records.
25	Works closely with division managers, supervisor and business office staff to resolve issues related to AP, AR, & P-Card; assists with the State Audit & Statewide Cost Allocation Plan (SWCAP). Ensures compliance with SWCAP and General Accepted Accounting Principles (GAAP). Acts as back-up for OAKS Security Designee & MBE/EDGE Officer.	<b>Knowledge of</b> 1-4 <b>Skill in</b> 5 <b>Ability to</b> 6-9
5	Attends meetings regarding areas of responsibility, has signature authority for DAS fiscal documents, works on special assignments & performs other duties as requested by Fiscal Service Manager or Finance Administrator. Supervises the Fiscal Service Unit in the absence of the Fiscal Service Manager & may assist in the supervision of other units within the Office of Finance.	<b>Knowledge of</b> 1-4 <b>Skill in</b> 5 <b>Ability to</b> 6-9  *developed after employment

JOB CODE TITLE  
Fiscal Officer 2

JOB CODE  
66536  
APP 9-27-13 WBS

List Position Numbers & Job Titles of Positions Directly Supervised:  
SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

DATE  
9/25/13

