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 20005431

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Fiscal Services Supervisor	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	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 CODE TITLE Financial Analyst Supervisor

JOB CODE 66566

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Supervises financial analysts who prepare, process &/or analyze accounting records, financial statements, &/or other financial reports & data: oversees the processing of AP including vouchering & invoicing. Establishes, writes & administers AP processes as needed to ensure timely & accurate processing of AP to meet state auditing standards and ORC 126.30. Oversees the Financial Analysts in AP functions including entry of documents (e.g., vouchers): approval of these documents & OSS entered vouchers, printing of documents (e.g. P-Card logs); maintenance of OAKS tables (e.g., Speedcharts); 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 & P-Card functions. Supervises Financial Analysts working on AP & P-Card activities.	Knowledge of (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*. Skill in (5) personal computer & associated hardware & software (e.g. MS Office, OAKS Finance module, & COGNOS) Ability to (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 & 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.	Knowledge of 1, 2, 3, 4* Skill in 5 Ability to 6, 7, 8, 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.	Knowledge of 1, 2, 3, 4* Skill in 5 Ability to 6, 7, 8, 9 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
SEE TABLE OF ORGANIZATION		8/14/15

appl 8-14-15 ol