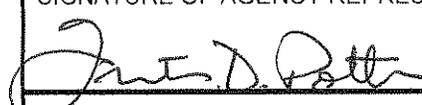


POSITION DESCRIPTION		AGENCY/DEPT ID DAS102310
DIVISION OR INSTITUTION Administrative Support Division	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005432 JOB TITLE Fiscal Specialist 1 JOB CODE APD 4-15-10 US 66531	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" 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 20005443 Fiscal Officer 3	
	<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 30 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	
	15	Assist the Fiscal Service Unit as required with AP, AR billings & deposits, or P-card: monitoring & processing AP invoices entered by OSS; review & correct coding if necessary; review & determine approval of invoice investigate rejection causes & determine solutions; ensure coding, encumbrance, vendor, payment terms, & remit to addresses are correct; notify Fiscal Officer of vouchers ready for approval; process special vouchers if necessary by entering invoice data into OAKS (e.g., creating AR pending items & deposits in OAKS); process & maintain a check log of AR checks received by the Office of Finance; create deposits, enters data into OAKS & takes deposit to Treasurer of State (TOS); once approved, enter AR pending item data into OAKS, print ISTVs if needed; process billings for mailing to customers; enter credits & adjustments to OAKS AR pending items; monitor & process daily ISTV deposit, AGO deposit, & Payroll Check-Off deposits; investigate rejection causes & determine solutions [e.g., monitor & process Payment Card (P-card) transactions in review, verify proper usage of card]; monitor, & process P-card logs enter P-card coding into OAKS and approve transactions work with P-cardholders on any issue with the log or OAKS transactions; post the OAKS voucher and entry date into the P-card logs monitor GL to verify that the P-card invoice is posted to all ledgers throughout OAKS; process EDI vouchers in OAKS; work with OSS, Service Assurance Unit, or division to resolve any issues (e.g. budget, coding, receipt of goods & services); monitor OAKS GL to verify that the transactions are posted to all ledgers throughout OAKS.	Knowledge of 1, 2, 3*, 4, 5, 6, 7*. Skill in 8. Ability to 9, 10, 11, 12, 13, 14, 15, 16.	
	5	Perform other related duties: pick up checks returned to agency at OBM & distributes to the proper unit; perform a variety of clerical & fiscal tasks to facilitate operational efficiency; assist other units within the Office of Finance on fiscal tasks; attends meetings & trainings regarding areas of responsibility; works on special fiscal projects assigned by supervisor; pick up deposits & reports from other floors.	Knowledge of 1, 2, 3*, 4, 5, 6, 7*. Skill in 8. Ability to 9, 10, 11, 12, 13, 14, 15, 16.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4-13-10