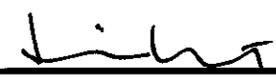


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005433	<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 Financial 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 30 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
JOB TITLE Financial Analyst	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	70	Works under general direction of Department of Administrative Services (DAS), Administrative Support Division (ASD), Office of Finance, Fiscal Services Unit (FSU) to examine, &/or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, & conformance to reporting & procedural standards; review & correct voucher coding if necessary; review & determine approval of invoices; work with Ohio Shared Services (OSS), Office of Finance Service Assurance Unit, &/or assigned division to resolve voucher issues (e.g., budget, coding, receipt of goods & services); investigate rejection causes on vouchers & determine solutions; ensure voucher coding, encumbrance, vendor, payment terms are correct in order to remit to addresses; notify supervisor once vouchers are approved; monitor Ohio Administrative Knowledge System (OAKS) General Ledger (GL) to verify voucher invoices are posted to all ledgers in OAKS; work with OSS, Service Assurance Unit, or division on responses to inquires from vendors & internal auditors; process special vouchers when necessary by entering invoice date into OAKS; prepare & analyze fiscal reports related to Accounts Payable.	Knowledge of (1) business &/or public administration; (2) accounting principles & practices; (3) applicable state & Federal laws, rules & regulations governing fiscal operations*; (4) business office functions (e.g., process vouchers); (5) PeopleSoft web-based application (e.g., FIN); (6) PeopleSoft General Ledger Module; (7) agency policies & procedures*. Skill in (8) use of personal computer and associated software and hardware (e.g., MS Office, OAKS*). Ability to (9) deal with large number of fiscal variables & determine specific course of action; (10) apply accounting principles to solve practical everyday problems; (11) preserve & maintain accurate historical records for future analysis & audit tracking purposes; (12) work independently & within a group environment; (13) use proper research methods to gather & collate data (14) communicate verbally and in writing on technical and non-technical matters; (15) define problems, collect data, and draw valid conclusion; (16) cooperate with co-workers on group projects.	
JOB CODE 66562		List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 8/14/10	

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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

Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Financial Analyst

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

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible 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
20	Assist the Fiscal Service Unit as required with Accounts Receivables (AR) billings & deposits: process & maintain a check log of AR checks received by the Office of Finance; create deposits, enters data into OAKS & once approval is received delivers deposits to the State of Ohio Treasurers Office; enters AR pending items data into OAKS; print Intra-State Transfer Voucher (ISTV) when necessary; process billings for mailing to customers; enter credits & adjustments to OAKS AR pending items; monitor & process daily ISTV deposits, Attorney General Office deposits & Payroll Check-Off deposits for DAS; investigate AR rejection causes & determine solutions; monitor OAKS GL to verify AR items & deposits are posted to all ledgers through OAKS; prepare & analyze fiscal reports relating to AR.	Knowledge of 1, 2, 3*, 4, 5, 6, 7. Skill in 8 Ability to 9, 10, 11, 12, 13, 14, 15
5	Assists Fiscal Service Unit with Payment Card (P-card): review for proper usage within state guidelines; monitor & process credit card Payment logs; enter P-card coding into OAKS; work with P-card holders on any issues with the log or OAKS transactions; monitor GL to verify P-card invoice is posted to all ledgers within OAKS; process Electronic Data Interchange (EDI) vouchers in OAKS; work with Service Assurance Unit or division in resolving P-card issues (e.g., budget, coding, etc.); prepare & analyze fiscal reports related to P-card.	Knowledge of 1, 2, 3*, 4, 5, 6, 7 Skill in 8 Ability to 9, 10, 11, 12, 13, 14, 15
5	Perform other related duties: retrieve checks returned to agency from the Office of Budget & Management (OBM); pick up deposits & reports from other locations; & distributes to proper DAS unit; perform variety of clerical & fiscal tasks to facilitate operational efficiency; assists units within Office of Finance on fiscal tasks; attends meetings & training in area of responsibility; works on special fiscal projects assigned by supervisor.	Knowledge of 1, 2, 3*, 4, 7 Skill in 8 Ability to 9, 11, 12, 13, 14, 15

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Light

8/14/15

POSITION NUMBER
20005433

JOB TITLE
Financial Analyst

JOB CODE
66562

apl 8-14-15