

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

POSITION NUMBER 20005433 (1404.0)	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input 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 20005431 Fiscal Officer 2	
	<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 <b>14</b> PR <b>30</b> Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: <b>8:00 a.m.</b> TO: <b>5:00 p.m.</b>				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Works under general direction of the Department of Administrative Services (DAS), Administrative Support Division (ASD), Office of Finance, Fiscal Services Unit (FSU) to coordinate, monitor & perform variety of fiscal management & control activities: 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.  *Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/20/10
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POSITION NUMBER  
20005433 (1404.0)

JOB TITLE  
Fiscal Specialist 1

JOB CODE  
66531  
ADD 1-20-10

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JOB TITLE Fiscal Specialist 1  APD 1-26-10 <i>WR</i>	JOB CODE 66531	<table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills &amp; Abilities</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>Assist the Fiscal Service Unit as required with Accounts Receivables (AR) billings &amp; deposits: process &amp; maintain a check log of AR checks received by the Office of Finance; create deposits, enters data into OAKS &amp; 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 &amp; adjustments to OAKS AR pending items; monitor &amp; process daily ISTV deposits, Attorney General Office deposits &amp; Payroll Check-Off deposits for DAS; investigate AR rejection causes &amp; determine solutions; monitor OAKS GL to verify AR items &amp; deposits are posted to all ledgers through OAKS; prepare &amp; analyze fiscal reports relating to AR.</td> <td>Knowledge of 1, 2, 3*, 4, 5, 6, 7. Skill in 8. Ability to 9, 10, 11, 12, 13, 14, 15.</td> </tr> <tr> <td>5</td> <td>Assists Fiscal Service Unit with Payment Card (P-card): review for proper usage within state guidelines; monitor &amp; 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 &amp; analyze fiscal reports related to P-card.</td> <td>Knowledge of 1, 2, 3*, 4, 5, 6, 7. Skill in 8. Ability to 9, 10, 11, 12, 13, 14, 15.</td> </tr> <tr> <td>5</td> <td>Perform other related duties: retrieve checks returned to agency from the Office of Budget &amp; Management (OBM); pick up deposits &amp; reports from other locations; &amp; distributes to proper DAS unit; perform variety of clerical &amp; fiscal tasks to facilitate operational efficiency; assists units within Office of Finance on fiscal tasks; attends meetings &amp; training in area of responsibility; works on special fiscal projects assigned by supervisor.</td> <td>Knowledge of 1, 2, 3*, 4, 7. Skill in 8. Ability to 9, 11, 12, 13, 14, 15.</td> </tr> </tbody> </table>		%	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.
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