

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Finance

POSITION NUMBER
20005434 (1406.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Accountant/Examiner 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005431 (1400.0) Fiscal Officer 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 a.m. - 4:30 p.m. (up to 39 hours per week, low as 25)

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Assists agency Payment Card Administrator with payment card program within the Department of Administrative Services (DAS); responsible for maintaining list of active card holders; issuance & cancellation of payment cards; overriding of purchase transactions; & monitoring payment card-holder activities & logs; provides statistical data & reports for payment card program & creates monthly reports; resolves discrepancies in payment card balances & reports inappropriate or unallowable purchases to Agency Payment Card Administrator or Agency Finance Administrator; assists payment card holders in establishing & oversight of payment card process; enters required transaction information in Access Payment Card Tracking System; provides requested audit information to Office of Budget & Management (OBM) State Payment Card Administrator upon request; acts as liaison between OBM & divisional business offices on guidelines & directives received from OBM.	Knowledge of (1) accounting; (2) budgeting; (3) bookkeeping; (4) applicable state & federal laws, rules & regulations governing documents processed, reviewed &/or prepared*; (5) public relations; Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Office, OAKS FIN module). Ability to (7) efficiently manage multiple tasks at the same time; (8) organize time & materials to meet deadlines; (9) observe, track & manage many details; (10) apply principles to solve simple & complex problems; (11) gather, collate & classify information about data, people or things; (12) define problems, collect data, establish facts & draw valid conclusions.
35	Assists Fiscal Services Supervisor (e.g., certification of past due invoices to State Attorney Generals Office for collection; prepares collection letters for past due invoices to be sent to the customers; assembles & mails billings for DAS services; prepares deposits for submission to State Treasurers Office).	Knowledge of 1, 2, 3, 4*, 5 Skill in 6 Ability to 7, 8, 9, 10, 11, 12
10	Assists Department EDI Coordinator (e.g., oversees all aspects of EDI program within agency; acts as a liaison between OBM & divisional business offices on guidelines & directives from OBM).	Knowledge of 1, 2, 3, 4*, 5 Skill in 6 Ability to 7, 8, 9, 10, 11, 12
5	Attends meeting regarding areas of responsibility (e.g., works on special assignments; performs other duties as requested by Fiscal Officer or Finance Administrator).	Knowledge of 1, 2, 3, 4*, 5 Skill in 6 Ability to 7, 8, 9, 10, 11, 12

*developed after employment

JOB CODE TITLE
Accountant Examiner 2

JOB CODE
66112

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



11/15/07

HAD 11-19-07 - [initials]