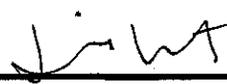


| | | |
|---|-------------------------------------|----------------------------------|
| POSITION DESCRIPTION | | AGENCY/DEPT ID DAS102310 |
| DIVISION OR INSTITUTION Administrative Support | UNIT OR OFFICE Office of Finance | COUNTY OF EMPLOYMENT Franklin |

| | | | |
|--|---|---|--|
| POSITION NUMBER 20005434 | <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 | 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 <input type="checkbox"/> Essential | Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type: | Bargaining Unit 14 PR 32 Page 1 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 |
| 80 | <p>Under direction from Fiscal Officer; coordinates, monitors and performs variety of fiscal management & control activities; prepares & analyzes various financial statements & reports to ensure timely & accurate financial reporting; uses personal computer & associated software (e.g. OAKS, OAKS Business Intelligence (BI), COGNOS, Access, Excel) to prepare standard fiscal reports from a variety of data sources (e.g. OAKS FIN production, OAKS BI, & CAS legacy) for agency: uses OAKS Report Manager & OAKS Query Viewer to download standard OAKS reports and saves them in network report folder to be used by divisional Business Offices; links OAKS BI tables together for necessary reporting in COGNOS, prepares & analyzes over 1,000 daily, weekly, monthly, & annual reports for DAS, PAY, PRT, & all the Central Service Agency (CSA) boards & commissions; prepares OAKS BI reports (e.g. Cash Statement, Disbursements, Revenue/Receivables, & General Ledger) & Reconciles against standard OAKS reports (e.g. OHGLR015A, OHGLR052, OHGLR027, OHGLR075, & AR30003); compares & verifies BI reports with OAKS reports, OAKS on-line reports, or OAKS on-line inquires to ensure accurate financial reporting; analyzes any differences between BI reports & OAKS reports and determines the necessary corrections; uses OAKS BI to prepare & analyze ad-hoc reports for DAS, PAY, PRT, & CSA; meets with end-users to determine reporting needs; verifies availability of data within the BI tables; prepares, analyzes, & verifies OAKS ad-hoc BI report to various OAKS reports or on-line query; serves as liaison between DAS end-users, OBM, & OAKS relating to OAKS BI; produces, analyzes, & verifies financial reports used by other units of the Office of Finance (e.g. Reporting & Compliance and Service Assurance) and divisional Business Offices in connection with the preparation of financial reports such as SWCAP, GAAP, Asset Management, & MBE/EDGE; creates BI reports to be used to create billings for certain billings (e.g. Director's Assessment & CSA Assessment); evaluates current reporting methods & makes recommendations for changes & improvements (e.g., using a Dashboard); annually determines end-user satisfaction with standard report content and frequency & recommends adjustments (e.g. discontinuation or change in frequency) as warranted; works with end-users to resolve problems with any OAKS report/query with any other OAKS report/query.</p> | <p>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, GAAP, SWCAP); (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.</p> <p>*Developed after employment.</p> |
| List Position Numbers & Job Titles of Positions Directly Supervised: | | SIGNATURE OF AGENCY REPRESENTATIVE |
| | |  DATE: 6/28/12 |

JOB CODE TITLE
 Fiscal Specialist 2
 JOB CODE APD 2-6-12 UBS
 66532

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS102310

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Office of Finance

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005434

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

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

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 14
PR 32
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 | Assists the Fiscal Service Unit as required with AP, AR billings & deposits, or P-card: includes monitoring & processing AP invoices entered by OSS; review & correct coding if necessary; review & determine approval of invoice; investigates 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, this includes creating AR pending items & deposits in OAKS; create deposits, enters data into OAKS & takes deposit to Treasure of State (TOS) when 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; investigates rejection causes & determine solutions, this includes 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. | 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; assists other units within the Office of Finance on fiscal tasks; attends meetings & training regarding areas of responsibility; works on special fiscal projects assigned by supervisor. | Knowledge of 1, 2, 3*, 4, 5, 6, 7*. Skill in 8. Ability to 9, 10, 11, 12, 13, 14, 15, 16. *Developed after employment. |

JOB CODE TITLE
Fiscal Specialist 2

JOB CODE
66532
APD 7-6-12 UAB

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Signature]

6/28/12