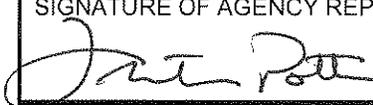


POSITION DESCRIPTION		AGENCY/DEPT ID DAS102310
DIVISION OR INSTITUTION Administrative Support Division	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005434 (1406.0) JOB TITLE Fiscal Specialist 1 JOB CODE 66531 APD 3-16-2010 63	<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 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	
	20	Assists the Fiscal Service Unit, as required, with Accounts Payable (AP) or Accounts Receivables (AR) billings & depositions: monitors & processes AP invoices entered by Ohio Shared Services (OSS); review & correct coding; review & determine approval of invoice; work with OSS, Service Assurance Unit, or agency divisions to resolve potential issues (e.g., budget, coding, receipt of goods & services); 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; create AR pending items & deposits; process & maintain a check log of AR checks received; create deposits, enter data into OAKS & take deposit to the Treasurer of State's Office (TSO) once approved; enter AR pending item data into OAKS; print Intra-State Transfer Vouchers (ISTVs) if needed; process billings for mailing to customers; enter credits & adjustments to OAKS AR pending items; monitor & process daily ISTV deposit, Attorney General's Office deposit & Payroll Check-Off depositions; investigate rejection causes & determine solutions; monitor OAKS GL to verify 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.	
	5	Perform other related duties: retrieve checks returned to agency at the Office of Budget & Management (OBM) & distributes to proper DAS unit; perform variety of clerical & fiscal tasks to facilitate operational efficiency; assists other units within Office of Finance on fiscal tasks; attends meetings & training in area of responsibility; works on special fiscal projects assigned by supervisor; retrieve deposits & reports from other areas.	Knowledge of 1, 2, 3*, 4, 7. Skill in 8. Ability to 9, 11, 12, 13, 14, 15.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3-15-10