

<b>POSITION DESCRIPTION</b>		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 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 Senior 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 <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>Works under direction of Finance Operations Performance Manager to independently research &amp; analyze complex information to resolve errors, modify data &amp;/or determine appropriate action with external involvement: prepares &amp; analyzes various financial statements &amp; reports to ensure timely &amp; accurate financial reporting; uses personal computer &amp; associated software (e.g., OAKS, OAKS Business Intelligence (BI), COGNOS, Access, Excel) to prepare standard fiscal reports from variety of data sources (e.g., OAKS FIN production, OAKS BI, &amp; CAS legacy) for agency; uses OAKS Report Manager &amp; OAKS Query Viewer to download standard OAKS reports &amp; saves them in network report folder to be used by divisional Business Offices; links OAKS BI tables together for necessary reporting in COGNOS, prepares &amp; analyzes over 1,000 daily, weekly, monthly, &amp; annual reports for DAS, PAY, PRT, &amp; all Central Service Agency (CSA) boards &amp; commissions; prepares OAKS BI reports (e.g., Cash Statement, Disbursements, Revenue/Receivables, &amp; General Ledger) &amp; Reconciles against standard OAKS reports (e.g. OHGLR015A, OHGLR052, OHGLR027, OHGLR075, &amp; AR30003); compares &amp; 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 &amp; OAKS reports &amp; determines necessary corrections; uses OAKS BI to prepare &amp; analyze ad-hoc reports for DAS, PAY, PRT, &amp; CSA; meets with end-users to determine reporting needs; verifies availability of data within BI tables; prepares, analyzes, &amp; verifies OAKS ad-hoc BI report to various OAKS reports or on-line query; serves as liaison between DAS end-users, OBM, &amp; OAKS relating to OAKS BI; produces, analyzes, &amp; verifies financial reports used by other units of Office of Finance (e.g., Reporting &amp; Compliance &amp; Business Management) &amp; divisional Business Offices in connection with preparation of financial reports such as SWCAP, GAAP, Asset Management, &amp; MBE/EDGE; creates BI reports to be used to create billings for certain billings (e.g. Director's Assessment &amp; CSA Assessment); evaluates current reporting methods &amp; makes recommendations for changes &amp; improvements (e.g., using Dashboard); annually determines end-user satisfaction with standard report content &amp; frequency &amp; recommends adjustments (e.g., discontinuation or change in frequency) as warranted; works with end-users to resolve problems with any OAKS report/query.</p>	<p>Knowledge of (1) business &amp;/or public administration; (2) accounting principles &amp; practices; (3) applicable state &amp; Federal laws, rules &amp; 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 &amp; 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 &amp; determine specific course of action; (10) apply accounting principles to solve practical everyday problems; (11) preserve &amp; maintain accurate historical records for future analysis &amp; audit tracking purposes; (12) work independently &amp; within a group environment; (13) use proper research methods to gather &amp; 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 8/14/15

apd 8-14-15 cl

