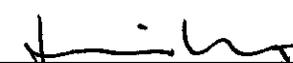


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005435           JOB CODE TITLE Financial Manager           JOB CODE 66586	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update			Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION DAS Compliance Manager		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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative		Bargaining Unit 22 PR 15 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.				
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
	%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
	60	<p>Serves as the Department of Administrative Services (DAS) Compliance Manager in overseeing the overall control operations by facilitating &amp; ensuring the agency compliance efforts &amp; supervises assigned staff: assists and coordinates management's design and implementation of internal controls, policies and procedures to assure compliance with applicable local, state, and federal laws and regulations and third party guidelines; manages external and internal agency audits and investigations into regulatory and compliance issues; manages and coordinates the timely and appropriate responses to requests for information from regulatory and auditing bodies. Acts as an independent review and evaluation body to ensure that compliance issues/concerns within the agency are being appropriately evaluated, investigated, and resolved. Monitors, and coordinates compliance activities of Agency units to remain abreast of the status of all compliance activities and to identify trends. Identifies potential areas of compliance vulnerability and risk; coordinates/monitors the development and implementation of corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future, in consultation with the Chief Legal Counsel and other members of the DAS Senior Management Staff.</p>		<p>Knowledge of (1) inventory control; (2) accounting and budgeting practices and procedures, financial analysis methods; (3) State of Ohio Financial Reporting and Accounting Policies for Capital Assets; (4) Applicable federal &amp; state laws (e.g., *Ohio Revised Code; Federal OMB A87-Cost Principles for State, Local, and Indian Tribal Governments; *DAS Directives); (5) Management; (6) workforce planning; (7) Human relations; (8) Office management practices and procedures; (9) agency's financial reporting practices to support internal and external requirements; (10) evaluation of reporting practices and procedures to improve &amp;/or maintain efficiency and workflow; (11) Generally Accepted Accounting Principles (GAAP). Skill in (12) operation of personal computer &amp; associated hardware/software (e.g., calculator, printer scanner, other office equipments, Microsoft Word, Excel, PowerPoint, PeopleSoft). Ability to (13) carry out instructions involving several variables in unfamiliar context; (14) analyze &amp; define problems, collect data, establish facts &amp; draw valid conclusions; (15) communicate complex financial concepts and strategies; (16) work independently as well as in a team environment.</p>	
				*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 		DATE 8/14/15

apd 8-14-15

