

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

POSITION NUMBER 20005435 (1500-0)	<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 DAS Compliance Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005426 Fiscal Officer 4	
	<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: Admin.	Bargaining Unit 22 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	
40	<p>Under the direction of the DAS Chief Financial Officer, plans, directs, manages, monitors, evaluates the agency's risk assessment, asset management and financial reporting functions, which include: a) the development, implementation, and communication of agency guidance for planning, coordinating and submitting agency financial data that is complete, accurate, and in compliance with Generally Accepted Accounting Principles (GAAP), Federal cost accounting principles, and Office of Budget & Management (OBM) GAAP reporting requirements; b) providing assistance in the analysis of rated agency services by ensuring services are defined, costs to render the services are properly measured, benefitting agency customers are identified, and an accounting structure is set up to accurately and timely report the service activities based on applicable guidelines published by OMB A-87, ORC, OAC, GAAP and DAS policies and procedures. Serves as DAS liaison in the Federal auditor's review of the agency's Statewide Cost Allocation Plan (SWCAP); c) the development, implementation, and communication of agency policies and procedures related to asset management in a manner consistent with statewide policy, to include providing guidance on managing the agency's asset life cycle; asset custodial responsibility and accountability; reviewing the agency submissions of accurate and timely asset inventory certifications, reports and documentation; initiating researches and studies on efficient/effective recovery of asset costs through generally accepted depreciation accounting methodologies; prepares supplemental asset management report as required; serves as asset management liaison to Office of Budget & Management (OBM); d) the evaluation of and recommended improvements to internal control structures to protect agency assets and minimize the risk of inaccurate financial reporting; e) providing guidance on complex issues of accounting issues, internal control, cost accounting, or other fiscal issues; evaluates the integrity and accuracy of OAKS financial data; evaluates business processes for cost effectiveness, compliance with the Ohio Revised and Ohio Administrative codes, existing operational procedures and best practices; f) confers with DAS management in resolving highly sensitive administrative, operational, auditing, accounting or financial reporting issues; Supervises Risk Assessment, Financial Reporting and Asset Management / Special Projects staff (e.g., delegates & monitors work assignments, approves timesheets & leave requests, administers discipline, evaluates performance).</p> <p>Position is overtime exempt.</p>		<p>Knowledge of 1, 2, 3, 4*, 5, 6, 7, 8, 9, 10, 11. Skill in 12. Ability to 13, 14, 15, 16.</p> <p>*Developed after employment.</p>	
JOB CODE TITLE Fiscal Officer 3	List Position Numbers & Job Titles of Positions Directly Supervised: 20005436 Management Analyst Supervisor 2 20005437 Management Analyst Supervisor 2 20005438 Management Analyst Supervisor 2		SIGNATURE OF AGENCY REPRESENTATIVE 	
JOB CODE ARD 6-30-09 UAS 66537			DATE 6-9-09	