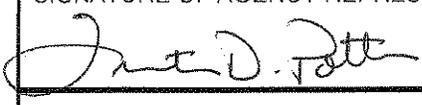


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID ADMINISTRATIVE SERVICES 100-000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005436 (1501.0)	<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 Risk Assessment Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005435 (1500.0) 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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type:	Bargaining Unit 12  Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. – 5:00 p.m.    TO: 20005435 (1500.0) Internal Auditor Manager				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Serves as agency supervisor of Risk Assessment under direction of the Audit Program Manager: plans, monitors, evaluates, & coordinates financial, operational, and assurance reviews of Department of Administrative Services (DAS) division programs & business operations. Evaluates business risks & recommends improvements to internal control structure to minimize risk; evaluates accuracy & reliability of financial information; evaluates business processes & makes recommendations toward improving operating efficiencies & cost effectiveness; evaluates agency processes for compliance with Ohio Revised & Administrative codes, existing operating procedures, standard business practices; recommends improvements towards operating efficiencies and effectiveness in coordination with agency division staff; reviews recommendations of external and OIA field auditors & follows up on action taken by divisions. Develops and implements auditing policies & procedures. Confers with senior management to resolve administrative/operational issues; provides training and guidance to division staff on complex issues of accounting, auditing & interpreting applicable federal & state regulations & fiscal requirements. Supervises staff: assigns & reviews work; conducts & prepares performance evaluations; approves leave requests; provides training & career development to effectively and efficiently meet project goals; assists in resolving employee grievances; initiates disciplinary action; assists in hiring process & makes hiring recommendations. Monitors and assists divisions in the development of Action Plans to resolve operational or financial internal control issues.	Knowledge of (1) audit & accounting standards and practices, risk assessment practices, audit based procedures, financial reporting, financial analysis methods and Generally Accepted Accounting principles (GAAP), Generally Accepted Auditing Standards, OBM GAAP reporting requirements; *OAKS: General Ledger (GL), Accounts Receivable Module, Accounts Payable Module, Asset Management Module, HCM Module, COGNOS Reports, EPM Data Warehouse, GL reports; (2) *applicable state laws, regulations and guidance: Ohio Revised Code (ORC), Ohio Administrative Code (OAC), and DAS Directives; (3) inventory management, fixed asset & depreciation accounting/cost accounting principles, practices and procedures: *Federal OMB A-87 Cost Principles for State, Local and Indian Tribal Governments practices and procedures, *State of Ohio Financial reporting and Accounting Policies for Capital Assets and *State of Ohio Asset Management Policies and Procedures; (4) employee training and development techniques; (5) supervisory principles and techniques. Skill in (6) operation of a personal computer; use of Microsoft Office software: calculator, printer and other office equipment). Ability to (7) define problems, use proper research methods in gathering and collecting data, interpret and apply a variety of technical material in books, journals and manuals (e.g., ORC, OAC, A-87, Capital Asset Policies, etc.); (8) apply accounting, auditing and cost accounting principles; (9) respond to complex issues requiring application of analytical & statistical processes; (10) use automated techniques, preserve & maintain accurate historical records for future analysis & audit tracking purposes in harmony with the State of Ohio Records preservation program; (11) interview job applicants, cooperate with co-workers & establish a friendly atmosphere.
	Position is overtime exempt.	*developed after employment

JOB TITLE MANAGEMENT ANALYST SUPERVISOR 2  JOB CODE 63216	List Position Numbers & Job Titles of Positions Directly Supervised:  20005440 College Intern	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3-11-09

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID ADMINISTRATIVE SERVICES 100-000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005436 (1501.0)	<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 Risk Assessment Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005435 (1500.0) Fiscal Officer 3	
	<input checked="" type="checkbox"/> Permanent	<input checked="" type="checkbox"/> Classified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt	Bargaining Unit 12
	<input type="checkbox"/> Temporary	<input type="checkbox"/> Unclassified	If FLSA Exempt, exemption type:	Page 2 of 2
	<input type="checkbox"/> Intermittent			
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. – 5:00 p.m. TO: 20005435 (1500.0) Internal Auditor Manager			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	40	Provides liaison to State Auditors, Office of Internal Audit auditors, external auditor, or investigative agencies. Provides assistance and oversees quick response to State Auditors and Office of Internal Audit auditors and investigative personnel during financial/compliance audits, special requests, Inspector General Investigations and Statewide Cost Allocation Plan (SWCAP) audits as a support function to assist in strengthening controls, safeguarding agency assets, and providing accurate and timely financial reports. Provides data in support of state/external and Office of Internal Audit, investigations and special requests. Provide guidance in response to complex accounting/ internal control, cost accounting or fiscal requirements. Prepares ad hoc and project based reports, responds to management inquiries and assists in the development of collaboration with agency staff to resolve issues that impact financial reporting or operational issues. Reviews and recommends best practices to ensure ethical financial practices, preservation of agency data to satisfy audit inquiries, and the proper handling of private and sensitive information	Knowledge of 1, 2*, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10, 11.	
15	Assist in the Financial Reporting function through a thorough review of the integrity and accuracy of OAKS financial data and reports, agency organizational structure, service descriptions, rates schedule, revenues, direct and indirect expense, depreciation and rate models.	Knowledge of 1, 2*, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10, 11.		
5	Drafts correspondence and reports resulting from internal review and risk assessment projects for Audit Program Manager, performs administrative duties as assigned, and reviews outputs of the financial reporting and asset management functions as needed to ensure unit and agency goals are met.  This position is overtime exempt.	Knowledge of 1, 2*, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10, 11.  <u>Position Specific Minimum Qualifications:</u> 2 yrs. exp. in OMB A87 Cost Principles (e.g., SWCAP). 24 mths. exp. in financial analysis methods, practices & procedures, and financial reporting.		
JOB CODE 63216	List Position Numbers & Job Titles of Positions Directly Supervised:  20005440 College Intern	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3-11-09	