

POSITION DESCRIPTION

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
20005436

Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Risk Assessment & Audit Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 14
PR 32
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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	Works under general direction of Department of Administrative Services (DAS) Financial Reporting & Compliance Services (FRC) Financial Reporting Program Manager to independently research & analyze complex information to resolve errors, modify data, &/or determine appropriate action with external involvement & support risk assessment/management activities: works in conjunction with program manager to help plan & contribute to development of an operational risk assessment/management program for DAS; helps to provide ongoing review to ensure current & new programs are consistent with policies & practices, considering risk tolerance & appetite & their connection to key drivers, business strategies & objectives, &/or regulatory obligations; helps provide review of oversight & governance for business operations to ensure quality, ownership, & accountability; verifies that internal controls are aligned with business processes & are consistently implemented to ensure compliance with organizational mandates, reviews mechanisms in place to respond to changes); assists in updating & recommends changes in risk assessment procedures; provides support to program manager in assessing compliance with adequacy of internal controls in agency organizational structure (e.g., helps to determine sufficiency in personnel with relevant experience to manage day-to-day operations, helps to ensure roles/responsibilities/accountabilities are clearly defined & understood, helps identify risk taking that exceeds an organization's risk tolerance, helps drive timely resolution of remediation & ensure proper segregation of duties); evaluates & compiles data that will aid FRC in creating & implementing centralized process to understand & manage risk profile.	Knowledge of (1) Audit standards (Generally Accepted Government Auditing Standards-GAGAS) & Accounting standards & practices (Generally Accepted Accounting Principles-GAAP), risk assessment practices, audit based procedures, financial reporting, financial analysis methods & OBM GAAP reporting requirements; OAKS*: General Ledger (GL), Accounts Receivable Module, Accounts Payable Module, Asset Management Module, HCM Module, COGNOS BI Reports, EPM Data Warehouse, GL reports; (2) applicable state laws, regulations & guidance: Ohio Revised Code (ORC), Ohio Administrative Code (OAC), & DAS Directives*; (3) inventory management, fixed asset & depreciation accounting/cost accounting principles, practices & procedures: Federal 2 CFR Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards* practices & procedures, State of Ohio Financial reporting & Accounting Policies for Capital Assets* & State of Ohio Asset Management Handbook*. Skill in (4) operation of personal computer & associated hardware/software (e.g., Microsoft Office Suite) & use of Internet; (5) use of office equipment (e.g., calculator, copier & scanner). Ability to (6) define problems, use proper research methods in gathering & collecting data, interpret & apply variety of technical material in books, journals & manuals (e.g., ORC, OAC, 2 CFR Chapter II, Part 200, Capital Asset Policies); (7) apply accounting, auditing & cost accounting principles; (8) respond to complex issues requiring application of analytical & statistical processes; (9) use automated techniques, preserve & maintain accurate historical records for future analysis & audit tracking purposes in harmony with State of Ohio Records preservation program; (10) cooperate with co-workers on projects.
15	Builds reports/analytics for continuous monitoring of transactions that could support risk assessment/management/reporting function: prepares & analyzes reports to help identify potential risks; confers with program manager to make recommendations for best practices to measure, manage, monitor & report these risks to management.	*developed after employment

JOB CODE TITLE
Senior Financial Analyst

JOB CODE
66563
Approved 10.9.15 AC

List Position Numbers & Job Titles of Positions Directly Supervised:

SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

Hint

DATE

10/9/15

