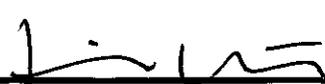


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005437 JOB TITLE Financial Program Manager JOB CODE 66585	<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 Asset Management/Special Projects Program Mgr		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	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 PR 14 Page 1 of 3
	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	Manages & coordinates Asset Management program on behalf of Department of Administrative Services (DAS) Compliance Manager & has significant autonomy to formulate, develop, enforce &/or implement program policy: formulates & implements program policy to analyze agency operations and procedures to ensure compliance with statewide asset management guidelines, generally accepted accounting principles related to asset accounting, and Federal cost recovery regulations. Develops and implements policies and procedures relative to the agency's asset management function, such as accounting for asset purchases, cost adjustments, transfers, reclassifications, retirement, loss and missing, construction in progress, completed assets, ITAM assets, leased assets, physical inventory procedures, reconciliation and certification, annual asset activity certifications, among others, to ensure the integrity and timeliness of financial reporting and an accurate physical inventory; identifies needed improvements and prepares written reports summarizing findings and recommendations; assists divisions in resolving problems and provides guidance related to procedural requirements or fixed assets internal control issues; researches deficiencies and related recommendations to ensure implementation of appropriate corrective action. Leads in the development and adaption of financial reports and analysis for asset management function.	Knowledge of (1) 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 and *OAKS Asset Management Module; (2) *applicable state laws, regulations and guidance: Ohio Revised Code (ORC), Ohio Administrative Code (OAC), and DAS Directives; (3) Accounting, financial reporting, financial analysis methods and audit based procedures: Generally Accepted Accounting Principles (GAAP); OBM GAAP reporting requirements; OAKS: General Ledger (GL), Accounts Receivable Module, Accounts Payable Module, HCM Modules, COGNOS Reports, EPM Data Warehouse, GL reports; (4) employees training and development techniques; (5) supervisory principles and techniques. Skill in (6) operation of a personal computer, use of Microsoft Office software, calculator, printers 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 materials in books, journals and manuals including ORC, OAC, A-87, Capital Asset Policies, Asset Management Policies Procedures and OBM GAAP instructions and determine a course of action; (8) apply accounting and cost accounting principles *developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE
				2/17/15

apd 8-17-15cl

