

POSITION DESCRIPTION		AGENCY/DEPT ID DAS102310
DIVISION OR INSTITUTION ADMINISTRATIVE SUPPORT	UNIT OR OFFICE Finance/Compliance/Asset Mgmt Unit	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005437 JOB TITLE Program Administrator 2 JOB CODE 63123 App 11-2-13 VAS	<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 Asset Management/Special Projects Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005436 (1501.0) Program Administrator 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 22 PR - 12 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	Serves as agency supervisor of Asset Management to provide program direction on behalf of the Department of Administrative Services (DAS) Risk Assessment & Audit Response Supervisor in: formulating & implementing 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	
			11/4/13	

POSITION DESCRIPTION		AGENCY/DEPT ID DAS102310
DIVISION OR INSTITUTION ADMINISTRATIVE SUPPORT	UNIT OR OFFICE Finance/Compliance & Audit Unit	COUNTY OF EMPLOYMENT FRANKLIN

POSITION NUMBER 20005437 JOB TITLE Program Administrator 2 JOB CODE 63123 APP 11-7-13 vws	<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 Asset Management/Special Projects Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005436 (1501.0) Program Administrator 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 22 PR - 12 Page 2 of 3
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: _____ TO: _____			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	20	Provides support to the internal control/process reviews, risk assessment, audit responses, and the financial reporting functions of the unit, such as the review, compilation and submission of DAS filings with Federal (SWCAP), State (AMS, GAAP), and other reporting entities, coordination of agency audits. Provides guidance to division agency staff by coordinating agency scheduled asset report submissions, conducts reviews of all work for completeness, accuracy, adherence to agency policies and procedures and responsiveness to management's requests. Assists in conducting asset-related training to division agency staff to provide financial reporting project/task guidance and instruction, and employee/skill development. Reviews Annual Inventory and Bi Annual Physical inventory certifications for completeness and accuracy.	to solve practice everyday problems, respond to sensitive inquiries, and respond to complex issues requiring application of analysis and statistical processes, methods and techniques with preparation, printing and preservation of meaningful and concise reports and position papers; (9) use of automated techniques, preserve and maintain accurate historical records for future analysis and audit tracking purposes in harmony with the State of Ohio Records preservation program; (10) interview job applicants, cooperate with coworkers and establish a professional atmosphere. Knowledge of 1, 2, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10.	
	20	Assists in the design of policies and procedures that reduce costs and maximize provision of agency services, ensure collection, assembly, verification of data used to satisfy Federal (SWCAP), State (FAMS, GAAP, ORC, OAC), and other rules and regulations in connection with the effective and efficient preparation of financial reports, such as the Agency's Statewide Indirect Cost Allocation Plan (SWCAP), GAAP Reporting Packages, AMS annual certification of inventory activities, etc. Establish and maintain asset management policies and procedures to manage the agency's asset life cycle (acquisitions, transfers, depreciation, maintenance, retirement, etc.), employee responsibility and accountability for assigned assets, and needed technology to track physical inventories through bar coding and other devices to ensure efficient physical inventory reconciliation process.	Knowledge of 1, 2, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10. *developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE
				11/4/13

