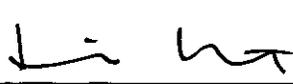


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005438	<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 Financial Reporting Program Manager		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 <input type="checkbox"/> Essential	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: 7:30 a.m. TO: 4:00 p.m.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	<p>Manages & coordinates Financial Reporting program on behalf of Department of Administrative Services (DAS) Compliance Manager & has significant autonomy to formulate, develop, enforce &/or implement program policy:</p> <ul style="list-style-type: none"> Plans, directs, coordinates reviews, compiles & submits DAS filings with Federal government [Statewide Indirect Cost Allocation Plan (SWCAP)], Office of Budget & Management (OBM) [Generally Accepted Accounting Principles Reporting Package (GRP)], & other reporting entities; Implements & maintains timely financial reporting close procedures by managing preparation & submission of financial reports & reviewing all work for completeness, accuracy, & compliance with Federal requirements, State statutes, DAS policies & procedures, & internal control requirements; Monitors & ensures timely identification & resolution of accounting issues, leads all financial research efforts, analyzes & makes recommendations on new & proposed accounting reporting & disclosure standards, drafts technical memorandums & policy documents that provide clear & logical guidance on complex issues of accounting, cost accounting, interpretation of US GAAP, A-87 cost principles, & other applicable federal & state regulations & fiscal requirements, & their impact on agency operation; Provides input in design & implementation of policies & procedures that ensure collection, assembly, verification of data used to satisfy Federal (SWCAP), State (FAMS, GAAP, ORC, OAC), & other rules & regulations in connection with effective & efficient preparation of financial reports, integrity & accuracy of data, reliability of reporting systems, financial forecasting. Prepares job aids, conducts agency training, & performs continuous report/process re-engineering on use of SWCAP database modules; plans & coordinates creation, sourcing, & maintenance of Cognos/BI reports to support various 	<p>Knowledge of (1) public/business administration, accounting &/or finance; (2) activity cost accounting principles, fixed assets & depreciation accounting practices & procedures, financial reporting & analysis methods: Generally Accepted Accounting Principles (GAAP) & OBM GRP reporting requirements*; Federal OMB A-87 Cost Principles for State, Local & Indian Tribal Governments & SWCAP reporting requirements*, State of Ohio Financial Reporting & Accounting Policies for Capital Assets*, State of Ohio Asset Management Policies & Procedures*, OAKS Financial & Asset Management Modules*; Cognos/BI reporting; (3) applicable state laws, regulations & guidance: Ohio Revised Code (ORC), Ohio Administrative Code (OAC) & DAS Directives*; (4) employee training & development; (5) supervision.</p> <p>Skill in (6) operation of personal computer & associated hardware/software (e.g., Microsoft Office Suite, PeopleSoft) & use of Internet; (7) use of calculator & other office equipment.</p> <p>Ability to (8) define problems, use proper research methods in gathering & collecting data, interpret & apply variety of technical materials in books, journals & manuals, including A-87, ORC, OAC, Capital Asset Policies, Asset Management Policies, Procedures, Asset Management Handbook & OBM GAAP instructions, to determine course of action; (9) apply accounting & cost accounting principles to solve everyday issues; respond to sensitive inquiries & respond to complex issues</p> <p>*developed after employment</p>
List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 
		DATE 5/2/16

apd 5-2-16 ad

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DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005438	<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 Financial Reporting Program Manager		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 <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 PR 14 Page 2 of 3
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:00 p.m.				

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	agency financial reporting requirements; <ul style="list-style-type: none"> Assists in providing professional accounting & technical assistance to agency & division staff by recommending policy or procedural changes to monitor & improve financial reporting; assists in development or collaborates with agency staff to resolve financial reporting problems of common interest; trains lower level staff & division personnel on financial reporting projects & new financial reporting requirements; manages analysis of financial data to provide indicators of past & future operating performance & basis for benchmarking & trend analysis; prepares ad hoc & project based reports; responds to inquiries from divisions & general public regarding areas of responsibility. Supervises & provides work direction, training, & development for lower-level assigned staff (e.g., approves leave, evaluates performance, initiates discipline, sets goals); assists in preparing hiring questionnaires & in conducting interviews; makes hiring recommendations. 	requiring application of analysis & statistical processes, methods & techniques with preparation of meaningful & concise reports; (10) use automated techniques; (11) preserve & maintain accurate historical records for future analysis & audit tracking purposes in harmony with State of Ohio Records program; (12) interview job applicants; (13) cooperate with coworkers; (14) establish professional atmosphere.
40	Oversees development & administration of agency's risk assessment program to help management identify risk threats & opportunities across all activities of agency: <ul style="list-style-type: none"> Develops & implements policies & procedures to identify, assess, measure, monitor, mitigate, & report on key risks of agency from both internal & external environment; supports management in development, design, & implementation of risk management practices through clear business objectives, policies & procedures that support proactive risk management at all levels; Provides project management disciplines to mitigate noted risk management, compliance, or internal control issues. 	Knowledge of 1, 2, 3*, 4, 5 Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13, 14 *developed after employment

apd 5-2-16 cl

JOB CODE 66585	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5/2/16

