

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

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Financial Reporting Program Manager POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative 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
50	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: plans, directs, coordinates reviews, compiles and submits DAS filings with Federal (SWCAP), State asset certifications, GAAP, and other reporting entities. Provides guidance to agency staff by planning and coordinating agency scheduled report submissions, conducts reviews of all work for completeness, accuracy, adherence to agency policies and procedures and responsiveness to management's requests. Provides guidance related to complex issues of accounting, cost accounting, interpretation of applicable federal and state regulations and fiscal requirements. Provides support to field audit or special request audit activities. Assists in resolving employee grievances; assists in preparing hiring questionnaires and in conducting interviews; makes hiring recommendations; supervises and provides work direction to lower-level assigned staff (e.g., prepares performance evaluations, approves leave requests).	Knowledge of (1) inventory management, fixed asset & depreciation accounting/cost accounting principles, practices & 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) & DAS Directives; (3) Accounting, financial reporting, financial analysis methods & 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) employee training & development techniques; (5) supervisory principles & techniques. Skill in (6) operation of personal computer, use of Microsoft Office software, calculator, printers & other office employment. Ability to: (7) define problems, use proper research methods in gathering & collecting data, interpret & apply a variety of technical materials in books, journals & manuals including ORC, OAC, A-87, Capital Asset Policies, Asset Management Policies, Procedures & OBM GAAP instructions to determine a course of action; (8) apply *developed after employment

JOB CODE TITLE
Financial Program Manager

JOB CODE
66585

List Position Numbers & Job Titles of Positions Directly Supervised:
SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

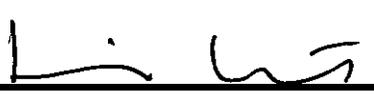
DATE

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8/17/15

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

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<table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Accounting & cost accounting principles to solve everyday issues; respond to sensitive inquiries & respond to complex issues requiring application of analysis & statistical processes, methods & techniques with preparation of meaningful & concise reports; (9) use of automated techniques; (10) preserve & maintain accurate historical records for future analysis & audit tracking purposes in harmony with the State of Ohio Records program; (11) interview job applicants; (12) cooperate with coworkers; (13) establish a professional atmosphere.</td> </tr> <tr> <td>20</td> <td>As Supervisor of Financial Reporting, responsible for oversight of rate analysis of rate driven services by defining, researching, evaluation and reporting of problems, discrepancies and inconsistencies in rate design thru the collection and interpretation of financial data as it applies to OMB Circular A-87, ORC, OAC, Generally Accepted Accounting Principles, and DAS policies and procedures. Develops reports and position papers to provide solutions that address financial reporting challenges, spot trends, measure risks through performance metrics, and to provide information that programs comply with regulations and requirements.</td> <td>Knowledge of 1, 2, 3, 4, 5 Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13</td> </tr> <tr> <td>20</td> <td>Provides input in the design and implementation of policies and procedures that 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, FAMS annual certification of inventory activities, integrity and accuracy of data, reliability of reporting systems, financial forecasting.</td> <td>Knowledge of 1, 2, 3, 4, 5 Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13</td> </tr> </tbody> </table>				%	Job Duties in Order of Importance	Knowledge, Skills & Abilities			Accounting & cost accounting principles to solve everyday issues; respond to sensitive inquiries & respond to complex issues requiring application of analysis & statistical processes, methods & techniques with preparation of meaningful & concise reports; (9) use of automated techniques; (10) preserve & maintain accurate historical records for future analysis & audit tracking purposes in harmony with the State of Ohio Records program; (11) interview job applicants; (12) cooperate with coworkers; (13) establish a professional atmosphere.	20	As Supervisor of Financial Reporting, responsible for oversight of rate analysis of rate driven services by defining, researching, evaluation and reporting of problems, discrepancies and inconsistencies in rate design thru the collection and interpretation of financial data as it applies to OMB Circular A-87, ORC, OAC, Generally Accepted Accounting Principles, and DAS policies and procedures. Develops reports and position papers to provide solutions that address financial reporting challenges, spot trends, measure risks through performance metrics, and to provide information that programs comply with regulations and requirements.	Knowledge of 1, 2, 3, 4, 5 Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13	20	Provides input in the design and implementation of policies and procedures that 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, FAMS annual certification of inventory activities, integrity and accuracy of data, reliability of reporting systems, financial forecasting.	Knowledge of 1, 2, 3, 4, 5 Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13
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