

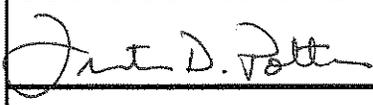
POSITION DESCRIPTION		AGENCY/DEPT ID ADMINISTRATIVE SERVICES 100-000
DIVISION OR INSTITUTION ADMINISTRATIVE SUPPORT	UNIT OR OFFICE OFFICE OF FINANCE	COUNTY OF EMPLOYMENT FRANKLIN

POSITION NUMBER 20005438 (1504.0)	<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 Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005435 (1500.0) Fiscal Officer 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 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
50	Serves as agency supervisor of Financial Reporting; under the direction of the Audit Program Manager, 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; conducts and prepares performance evaluations.	Knowledge of (1) 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, Asset Management Module, HCM Module, COGNOS Reports, EPD Data Warehouse, GL reports; (2) *Applicable state laws, regulations and guidance: Ohio Revised Code (ORC), Ohio Administrative Code (OAC), and DAS Directives; (3) 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; (4) employee training and development techniques; (5) supervisory principles and techniques. Skill in (6) operation of a personal computer, use of Microsoft Office software, calculator, printer and other office equipments. Ability to (7) define problems, use proper research methods in gathering and collecting data, interpret and apply a variety of technical material in books, journals and manuals including ORC, OAC, A-87, Capital Asset Policies, Asset Management Policies *developed after employment
	Position is overtime exempt.	

JOB CODE 63216 JOB TITLE MANAGEMENT ANALYST SUPERVISOR 2 APR 03-12-09 vls	List Position Numbers & Job Titles of Positions Directly Supervised: 20005441 College Intern	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3-11-09
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POSITION DESCRIPTION		AGENCY/DEPT ID ADMINISTRATIVE SERVICES 100-000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005438 (1504.0) JOB TITLE MANAGEMENT ANALYST SUPERVISOR 2 JOB CODE APD 8-12-08 WAC 63216	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
	USUAL WORKING TITLE OF POSITION Financial Reporting Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005435 (1500.0) Fiscal Officer 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 12 Page 2 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	
	20	As Supervisor of Financial Reporting, responsible for oversight of rate analysis of rate driven services by defining, researching, evaluating 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.	Procedures and OBM GAAP instructions and determine a course of action; (8) apply accounting and cost accounting principles to solve practice everyday problems, respond to sensitive inquiries, and respond to complex issues requiring application of analytical and statistical processes, methods and techniques with preparation, printing and preservation of meaningful and concise reports and position papers; (9) use 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. *developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised: 20005441 College Intern		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3-11-08

POSITION DESCRIPTION		AGENCY/DEPT ID ADMINISTRATIVE SERVICES 100-000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005438 (1504.0)	<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 Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005435 (1500.0) Fiscal Officer 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 12 Page 3 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
20	Provide 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, etc.	Knowledge of 1, 2, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10.
10	Assists in providing professional accounting and technical assistance to agency and division staff by recommending policy or procedural changes to monitor and improve financial reporting. Assists in the development or collaborates with agency staff to resolve financial reporting problems of common interest. Trains lower level staff and division personnel on financial reporting projects and new financial reporting requirements. Manages the analysis of financial data to provide indicators of past and future operating performance and a basis for benchmarking and trend analysis; prepares ad hoc and project based reports. Responds to inquiries from divisions and the general public regarding areas of responsibility. Performs other administrative duties as assigned.	Knowledge of 1, 2, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10. <u>Position Specific Minimum Qualifications:</u> 2 yrs. exp. in OMB A87 Cost Principles (e.g., SWCAP). 24 mths. exp. in financial analysis methods, practices & procedures, and financial reporting. *developed after employment.

JOB CODE 63216 JOB TITLE MANAGEMENT ANALYST SUPERVISOR 2 ADD 3-12-09	List Position Numbers & Job Titles of Positions Directly Supervised: 20005441 College Intern	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/1/09
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