POSITION DESCRIPTION

		AGENCY/DEPT ID DAS102310
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Finance/Compliance & Audit Unit	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005438

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Financial Reporting Supervisor	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	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 CODE TITLE: Program Administrator 3

JOB CODE: 63124

ARD 11-1-13

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; supervises and provides work direction to lower-level assigned staff (e.g., prepares performance evaluations, approves leave requests, etc.)	**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 for:**. (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

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
SEE TABLE OF ORGANIZATION		10/24/13

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS102310

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Finance/Compliance & Audit Unit	Franklin

POSITION NUMBER
20005438

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

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Financial Reporting Supervisor	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 14 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
		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; (1) 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 1-5** **Skill in 6.** **Ability to 7-13**
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 1-5** **Skill in 6.** **Ability to 7-13** *developed after employment

JOB CODE TITLE
Program Administrator 3

JOB CODE
63124

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
SEE TABLE OF ORGANIZATION		10/24/13

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS102310

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Finance/Compliance & Audit Unit	Franklin

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Financial Reporting Supervisor	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 14 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
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 1-5** **Skill in 6.** **Ability to 7-13** *developed after employment

JOB CODE TITLE
Program Administrator 3

JOB CODE
63124

HRD 11-1-13

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

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
10/24/13