

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION Administrative Support Division
	UNIT OR OFFICE Office of Finance/Internal Audit

<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input type="checkbox"/> Change	County of Employment Franklin
---------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------

USUAL WORKING TITLE OF POSITION College Intern	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005435 (1500.0) Internal Audit Manager
---------------------------------------------------	--------------------------------------------------------------------------------------------

NORMAL WORKING HOURS (Explain unusual or rotating shift)
 7:00 a.m. - 4:00 p.m. up to 20 hours per week, hours may vary Page 1 of 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	Under supervision of Internal Audit Manager: assists in development & preparation of monthly & fiscal year-to-date financial reports in support of Department of Administrative Services (DAS) Statewide Cost Allocation Plan (SWCAP), Generally Accepted Accounting Principles (GAAP) reporting package, & Annual Fixed Asset Management System (FAMS) Inventory certification; creates computer statistical reports, graphs, flowcharts & narratives; prepares spreadsheets & databases using Ohio Administrative Knowledge System (OAKS) financial accounting reports & MicroSoft Office software; analyzes & reviews database & spreadsheet reports & prepares revisions as required.	Knowledge of (1) basic financial & managerial accounting principles; (2) office practices & procedures. Skill in (3) operation of personal computer & associated software; (4) calculating fractions, decimals, and percentages. Ability to (5) pay attention to detail; (6) follow instructions in written, oral or picture form; (7) file & maintain records accurately; (8) apply principles to solve practical, everyday problems; (9) understand spreadsheet & database software; (10) use of proper research methods to gather information.
30	Assists DAS, Office of Finance, Internal Audit staff in performing technical & administrative duties as required: reconciliation & distribution of monthly reports, review of period OAKS FIN vs. FAMS reconciliations, basic auditing procedures (e.g., inventory testing, research related to specific projects, proving mathematical accuracy of schedule & reports for SWCAP & GAAP submissions, etc.). Position is in unclassified service per Section 124.11(A)(12) of Ohio.	Knowledge of 1, 2. Skill in 3, 4. Ability to 5, 6, 7, 8, 9, 10. Major area of study: Emphasis in Accounting, Management Information Systems, Finance or Economics.

List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 11-2-07
------------------------------------------------------------------	----------------------------------------	-----------------

POSITION NUMBER 20005440 (1509.0)

 JOB CODE TITLE College Intern

 JOB CODE 99940

 APD - 11-5-07 (104)