

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
20005440

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Financial Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 14
PR 30
Page 1 of 2

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
60	<p>Works under general direction of Department of Administrative Services (DAS) Asset Management Program Manager to examine, &/or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, & conformance to reporting & procedural standards: works in conjunction with manager to provide responses to inquiries relative to agency's asset management function (e.g., accounting for asset purchases, cost adjustments, transfers, reclassifications, retirement, loss & missing, construction in progress, completed assets, ITAM assets, leased assets, physical inventory procedures, reconciliation & certification, annual asset activity certifications) to ensure integrity & timeliness of financial reporting & an accurate physical inventory; assists divisions in resolving problems & helps provide guidance related to procedural requirements or fixed assets internal control issues; confers with manager, in order to offer aid in responding & providing guidance relative to financial reports & analysis for asset management function; provides support to financial reporting function of unit by participating in review, compilation & submission of DAS filings with Federal (SWCAP), State (AMS, GAAP), & other reporting entities; offers assistance in providing guidance to division agency staff by helping to coordinate agency scheduled asset report submissions & conduct reviews of all work for completeness, accuracy, adherence to agency policies & procedures, & responsiveness to management's requests; aids in review of Annual Inventory & Bi-Annual Physical inventory certifications for completeness & accuracy</p>	<p>Knowledge of (1) business &/or public administration; (2) accounting principles & practices (e.g., financial reporting & analysis, Generally Accepted Accounting Principles (GAAP), inventory control); (3) applicable state & Federal laws, rules & regulations governing fiscal operations*; (4) business office functions; (5) PeopleSoft web-based application (e.g., FIN); (6) PeopleSoft Asset Management Module; (7) agency policies & procedures*. Skill in (8) use of personal computer & associated hardware/software (e.g., MS Office Suite, OAKS*) & use of Internet. Ability to (9) deal with large number of fiscal variables & determine specific course of action; (10) apply accounting principles to solve practical everyday problems; (11) preserve & maintain accurate historical records for future analysis & audit tracking purposes; (12) work independently & within a group environment; (13) use proper research methods to gather & collate data (14) communicate verbally & in writing on technical & non-technical matters; (15) define problems, collect data, & draw valid conclusion; (16) cooperate with co-workers on group projects.</p> <p>*developed after employment</p>

JOB CODE TITLE
Financial Analyst

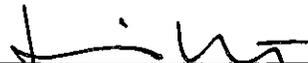
JOB CODE
66562

List Position Numbers & Job Titles of Positions Directly Supervised:

SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9/22/16

apd 9-22-16 cl

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 20005440	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Financial Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 30 Page 2 of 2
	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		
40	Performs other related accounting duties to support Asset Management & Financial Reporting functions: assists in maintaining asset management policies & procedures to manage agency's asset life cycle (e.g., acquisitions, transfers, depreciation, maintenance, retirement), employee responsibility & accountability for assigned assets, & needed technology to track physical inventories through bar coding & other devices to ensure efficient physical inventory reconciliation process; helps in development or collaborates with agency staff to resolve asset financial reporting problems of common interest; participates in design of asset cost management & business analytics to assess & mitigate challenges, in order to swiftly respond to regulatory changes; provides assistance in generation & distribution of financial reports; assists in posting adjustments to DAS asset records in OAKS AM to ensure proper inventory & depreciation reporting.	Knowledge of 1, 2, 3*, 4, 5, 6, 7* Skill in 8 Ability to 9, 10, 11, 12, 13, 14, 15, 16		
		*developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/22/16	

App'd 9-22-16 cl