

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services/  
DAS102310

DIVISION OR INSTITUTION

UNIT OR OFFICE

COUNTY OF EMPLOYMENT

Administrative Support

Financial Reporting, Compliance & Asset Management

Franklin

POSITION NUMBER  
20005440

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Fiscal Specialist 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

SEE TABLE OF ORGANIZATION

Permanent

Temporary

Intermittent

Classified

Unclassified

Essential

Overtime:  Eligible  Exempt

If FLSA-Exempt, exemption type:

Bargaining Unit 14

PR 30

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 am

TO: 5:00 pm

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	<p>Under direction of Department of Administrative Services (DAS) Financial Reporting supervisor, coordinates, monitors &amp; performs variety of fiscal management &amp; control activities: assists in review &amp; compilation of agency's financial reporting projects (e.g., SWCAP, GAAP, &amp; Asset Certification); analyzes schedules &amp; reports that will support SWCAP excess reserve reviews, rate reviews, &amp; federal negotiation scenarios; creates queries/reports to facilitate financial reporting &amp; analysis; verifies &amp; reconciles source data from Ohio Administrative Knowledge System (OAKS) &amp; division data as input to monthly monitoring areas identified by supervisor that will be used as basis for trends, audit indicators &amp; ad hoc reports; researches accounting issues &amp; other issues, as assigned.</p>	<p>Knowledge of (1) accounting, financial reporting, financial analysis methods &amp; audit based procedures [e.g., Generally Accepted Accounting Principles (GAAP)*, OBM GAAP reporting requirements*]; (2) applicable state laws, regulations &amp; guidance [e.g., Ohio Revised Code (ORC), Ohio Administrative Code (OAC), &amp; DAS Directives]*; (3) inventory management, fixed asset &amp; depreciation accounting/cost accounting principles, practices &amp; procedures (e.g., Federal OMB 2 CFR Part 225\A-87 Cost Principles for State*, Local &amp; Indian Tribal Governments practices &amp; procedures, State of Ohio Financial reporting &amp; Accounting Policies for Capital Assets* &amp; State of Ohio Asset Management Policies &amp; Procedures*); Skill in (4) operation of personal computer &amp; associated hardware/software (e.g., Microsoft Office Suite) &amp; Peoplesoft [e.g., General Ledger (GL) &amp; GL reports, Accounts Receivable, Accounts Payable, &amp; Asset Management Modules]; (5) use of office equipment (e.g., calculator, copier). Ability to (6) define problems &amp; use proper research methods in gathering &amp; collecting data; (7) interpret &amp; apply variety of technical material in books, journals &amp; manuals including ORC, OAC, A-87, Capital Asset Policies, Asset Management Policies; (8) prepare meaningful, concise &amp; accurate reports.</p> <p>*developed after employment</p>

JOB TITLE  
Fiscal Specialist 1

JOB CODE  
66531

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*King*

3/20/14

*apd 3-20-14 cl*

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Overtime:  Eligible     Exempt  
If FLSA Exempt, exemption type:

Bargaining Unit 14  
PR 30  
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NORMAL WORKING HOURS (Explain unusual or rotating shift):

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Assists in compilation of audit activities: gathers & researches requested data related to audit requests; assembles audit work papers; reviews corrective action plans to ensure closure; performs transaction sampling & testing; interviews subject matter areas; reviews policies/procedures for adherence to state & federal regulations, & drafts recommendations; maintains an audit tracking/status system to report scope, findings, requests & responses, recommendations, action plans, audit fees, report & document filing, & other information as identified.	Knowledge of 1, 2*, 3 Skill in 4, 5 Ability to 6, 7, 8
20	Assists in compilation & summarization of asset management data for input to financial reporting projects from Annual Certifications, Biennial Certifications, SWCAP expense & depreciation calculations, support for rate reviews, Director certification, & GAAP schedules; conducts physical inventory testing & spot testing, as needed; coordinates monthly monitoring reports related to asset purchases & asset records, with division feedback, as input to SWCAP filings.	Knowledge of 1, 2*, 3 Skill in 4, 5 Ability to 6, 7, 8
10	Works on special projects & other duties as assigned by supervisor: attends any required trainings & staff meetings; performs other administrative duties as assigned.	Knowledge of 1, 2*, 3 Skill in 4, 5 Ability to 6, 7, 8

\*developed after employment

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JOB CODE  
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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

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