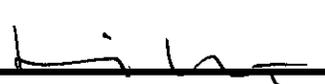


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005441	<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 Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> 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 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), Administrative Support Division (ASD), Office of Finance, Fiscal Services Unit (FSU) to examine, &/or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, & conformance to reporting & procedural standards; enters Accounts Receivable (AR) pending items data into Ohio Administrative Knowledge System (OAKS); processes billings for distribution to customers; processes monthly aging statements for distribution to customers; enters credits & adjustments to OAKS AR pending items; investigates AR rejection causes & determines solutions; monitors OAKS General Ledger (GL) to verify AR items & deposits are posted to Actuals Ledger in OAKS; prepares & analyzes fiscal reports relating to AR; serves as central point for mail delivery (e.g., receives & codes checks & takes to State of Ohio Treasurer's Office, as needed); assists with Ohio Shared Services (OSS) inquiries on DAS deposits; processes some deposits, as needed, including deposit modifications, payroll check-off deposits bi-weekly, & credit card payments from CBOSS systems; requests warrants for refunds; retrieves deposit information from on-line banking system & reports to OSS; creates maintenance worksheets in OAKS AR; researches Attorney General's Office (AGO) warrants to determine coding & provides OSS with proper coding; creates & maintains customer records in OAKS Receivables Conversion Engine (ORCE) & OAKS; creates monthly report of AR items eligible to be certified to AGO.</p>	<p>Knowledge of (1) business &/or public administration; (2) accounting principles & practices; (3) applicable state & Federal laws, rules & regulations governing fiscal operations*; (4) business office functions (e.g., process vouchers); (5) PeopleSoft web-based application (e.g., FIN); (6) PeopleSoft General Ledger Module; (7) agency policies & procedures*.</p> <p>Skill in (8) use of personal computer & associated hardware/software (e.g., MS Office Suite, OAKS*).</p> <p>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>
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 
		DATE 4/21/16

apr 21-16
 66562

