

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS102310

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Office of Finance

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005443

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Finance Operations Performance Manager POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative 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	Plans (i.e., develops fiscal plans & policies), manages, & directs & controls performance against standards for fiscal & related operations (e.g., invoice receipt and payment, Minority Business Enterprise/EDGE set-aside purchasing, revenue & receivables & payment card) for Department of Administrative Services (DAS); supervises, assigns & reviews work of staff involved in developing, running, documenting, and distributing reports related to finance performance management; researches, interprets & communicates federal/ state laws, rules, regulations & policies pertinent to departmental fiscal activities; advises program managers & staff on fiscal procedures & requirements; develops and monitors program-specific, user-specific, or division-specific improvement plans to bring financial or related practices into compliance with applicable goals or standards; serves as departmental liaison with Office of Budget & Management (OBM) State Accounting & OBM Office of Shared Services on financial performance and operational standards.	Knowledge of (1) business administration & accounting; (2) supervisory principles & techniques; (3) employee training & development; (4) applicable state & federal laws, rules, procedures & standards governing fiscal & budgetary operations*; (5) continuous improvement principles. Skill in use of (6) personal computer & associated hardware/software (e.g., MS Office, PeopleSoft Financials module*). Ability to (7) deal with large number of fiscal & budgetary variables & determine specific course of action; (8) gather, collate & classify information about data, people or things; (9) handle routine & sensitive inquiries from & contacts with government officials, managers & other agency personnel.
30	Manages & oversees development, preparation & documentation of and manages organization & access to specialized reporting (e.g., OAKS Business Intelligence, Cognos, DAS Fundable Table of Organization) for all DAS divisions; supervises, assigns & reviews work of assigned staff involved in developing, running, documenting, and distributing reports; serves as technical support (e.g., OAKS, Cognos, DAS ASD Finance Reference Room) for Office of Finance and DAS division users of standard reports; serves as department security coordinator for Ohio Administrative Knowledge System (OAKS) Financials; serves as liaison between Office of Finance & OIT Information Technology Services on network issues related to reports; serves as departmental liaison with OBM & OAKS on reporting & security issues.	Knowledge of 1, 2, 3, 4*, 5 Skill in 6 Ability to 7, 8, 9

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

2/6/14

JOB CODE
66537

JOB TITLE
Fiscal Officer 3

apd 2-6-14

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AGENCY/DEPT ID
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POSITION NUMBER
20005443

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Finance Operations Performance Mgr
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative 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
10	Assists Chief Financial Officer with management of DAS Finance Office; monitors and advises on ASD billing activities (e.g., DAS administration assessment & DAS Central Service Agency assessment); represents the Office of Finance & department in meetings, conferences & special projects, including advising on statewide initiatives.	Knowledge of 1, 2, 3, 4*, 5 Skill in 6 Ability to 7, 8, 9

*developed after employment

JOB TITLE
Fiscal Officer 3

JOB CODE
66537

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



2/6/14