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 20005443

JOB TITLE Financial Analyst Supervisor

JOB CODE 66566

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Finance Operations Performance Manager	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 PR 14 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	Supervises financial analysts who prepare, process &/or analyze accounting records, financial statements, &/or other financial reports & data; 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:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
SEE TABLE OF ORGANIZATION		8/14/15

ADM 8/14/15

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 20005443

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Finance Operations Performance Manager	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 PR 14 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Financial Analyst Supervisor

JOB CODE 66566

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

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
SEE TABLE OF ORGANIZATION		8/14/15

ad 8/14/15