

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 Manager/Project Manager 1 JOB CODE 66586 <i>apd 5-24-16 al</i>	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Finance Project & Performance Manager		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 type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 PR 15 Page 1 of 3
	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	
	25	Under direction of Department of Administrative Services (DAS) Chief Financial Officer, coordinates & manages multiple programs & supervises Finance Policy Program Manager: plans (i.e., develops fiscal plans & policies), manages, & directs & controls performance against standards for fiscal & related operations (e.g., invoice receipt & payment, Minority Business Enterprise/Encouraging Diversity, Growth & Equity [MBE/EDGE] set-aside purchasing, revenue & receivables & payment card) for agency; assists in writing policy; researches, interprets & communicates federal/state laws, rules, regulations & policies pertinent to departmental fiscal activities; advises program managers & staff on fiscal procedures & requirements; makes recommendations to facilitate compliance to policy; develops & monitors program-specific, user-specific, or division-specific improvement plans to bring financial or related practices into compliance with applicable goals or standards; works with Office of Finance Policy Manager to coordinate agency-wide implementation of policies related to financial operations; serves as departmental liaison with Office of Budget & Management (OBM) State Accounting & OBM Office of Shared Services (OSS) on financial performance & operational standards.	Knowledge of (1) business/public administration & accounting; (2) project management lifecycle methodologies; (3) employee training & development; (4) applicable state & federal laws, rules, procedures & standards governing fiscal & budgetary operations*; (5) continuous improvement principles; (6) supervisory principles & techniques; (7) time management; (8) matrix management; (9) public relations. Skill in (10) use of personal computer & associated hardware/software (e.g., MS Office Suite, PeopleSoft Financials module*, Gantt chart/project planning software*); (11) writing business & technical communications. Ability to (12) deal with large number of fiscal & budgetary variables; (13) define problems, collect data, establish facts, draw valid conclusions, & initiate solutions; (14) handle routine & sensitive inquiries from & contacts with government officials, managers & other agency personnel; (15) facilitate meetings; (16) manage multiple demands or tasks on projects or programs; (17) review & evaluate project progress.	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5/24/16

