

<b>POSITION DESCRIPTION</b>	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Administrative Support Division
		UNIT OR OFFICE Office of Finance

<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
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USUAL WORKING TITLE OF POSITION Fiscal Officer	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005443 Fiscal Officer 3 – Finance Administrator
NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.	

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

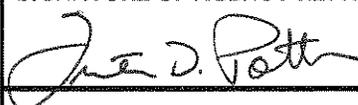
POSITION NUMBER  
20005443 (1600.0)

JOB CODE TITLE  
Fiscal Officer 3

JOB CODE  
66537

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Plans (i.e., develops fiscal plans & policies), manages, & directs & controls fiscal & related operations (e.g., reporting, revenue & receivables, records & payment card) for Department of Administrative Services (DAS); supervises subordinate supervisor who oversees department's accounts receivable & deposit of funds; supervises administrative assistant who oversees Administrative Support Division (ASD) inventory & is records retention coordinator; serves as departmental liaison with Office of Budget & Management (OBM) on accounting issues & Ohio Administrative Knowledge System (OAKS) on reporting issues.	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*; Skill in use of (5) personal computer & associated hardware/software (e.g., MS Office, PeopleSoft Finance module*). Ability to (6) deal with large number of fiscal & budgetary variables & determine specific course of action; (7) gather, collate & classify information about data, people or things; (8) handle routine & sensitive inquiries from & contacts with government officials, managers & other agency personnel.
25	Manages & oversees development & preparation of specialize reporting (e.g., CONGOS, MicroCAS & FTO) for all departmental business offices; serves as technical support (e.g., OAKS, COGNOS, Lotus Notes, RACF & network) for Office of Finance; serves as liaison between Office of Finance & ASD Information Technology Services on accounting systems (e.g., ORCE & SWCAP) & network issues.	Knowledge of 1, 4*. Skill in 5. Ability to 6, 7, 8.
15	Assists Finance Administrator with management of ASD business office; manages development & implementation of internal accounting control program; manages ASD billing activities (e.g., DAS administration assessment, CSA assessment & departmental ITS billings); reviews & approves bills from Office of Information Technology (OIT) for ASD & may authorize expenditures on behalf of Finance Administrator.	Knowledge of 1, 4* Skill in 5 Ability to 6, 7, 8
10	Responsible for researching, interpreting & communicating federal/state laws, rules, regulations & policies pertinent to departmental fiscal activities; advises program managers & staff on fiscal procedures & requirements; represents Office of Finance & department in meetings, conferences & special projects.	Knowledge of 1, 4* Skill in 5 Ability to 6, 7, 8
*developed after employment		

This position is overtime exempt & works as essential employee.

List Position Numbers & Titles of Positions Directly Supervised: 20005431 (1400.0) Fiscal Officer 2 20005444 (1604.0) Administrative Assistant 2	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/30/08
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