

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

<b>POSITION NUMBER</b> 20005446          <b>JOB TITLE</b> Fiscal Specialist 1          <b>JOB CODE</b> 66531          <i>April 3-15-11</i>	<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 Fiscal Specialist		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.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	70	Works under general direction of Department of Administrative Services (DAS), Administrative Support Division (ASD), Office of Finance, Central Service Agency (CSA) to coordinate, monitor & perform variety of fiscal management & control activities: reviews & evaluates requests to purchase (RTP's) for supplies, equipment & personal services for state Boards & Commissions utilizing CSA services; verifies all information is correct on purchasing items (e.g., checks financial coding, justifications, etc.); determines proper purchasing method & compliance with state &/or federal regulations; receives, reviews & tracks RTP's through approval process; reviews state term schedules & contracts to ensure proper purchasing procedures are followed; prepares & maintains files & records for actions; enters all requests in Ohio Administrative Knowledge System (OAKS) & monitors all stages of request; dispatches purchase order, distributes copies for vendor & requestor; verifies receipt of goods/services; receives & reviews all approved invoices for payment; ensures & validates coding, reviews payment terms & confirms remit to addresses are correct & valid; enters all invoices in OAKS & monitors stages; communicates with Office of Budget & Management (OBM) & customers for approvals; responds to inquiries from vendors, state auditors or customers; prepares & analyzes fiscal reports.	Knowledge of (1) business &/or public administration; (2) accounting principles & practices; (3) applicable state &/or federal laws, rules & regulations governing fiscal operations & purchasing*; (4) government structure & process; (5) PeopleSoft web-based application (e.g., FIN); (6) agency policies & procedures*. Skill in (7) use of personal computer & associated hardware/software (e.g., MS Office Suite, OAKS*). Ability to (8) deal with large number of fiscal variables & determine specific course of action; (9) apply accounting principles to solve practical everyday problems; (10) preserve & maintain accurate historical records for future analysis & audit tracking purposes; (11) work independently & within group environment; (12) use proper research methods to gather & collate data; (13) communicate effectively, both verbally & in writing; (14) prioritize work & meet deadlines; (15) maintain procedures for timely processing of procurement requests & accurate fiscal reporting; (16) cooperate with co-workers on group projects; (17) handle routine & sensitive inquiries from program managers, state employees & general public; (18) provide excellent customer service.  *developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE  <i>[Signature]</i>	DATE  3/3/15

