

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS102350

DIVISION OR INSTITUTION
Administrative Support Division

UNIT OR OFFICE
Central Service Agency

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005446

Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Fiscal Specialist

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible 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.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	<p>Works under general direction of the Department of Administrative Services, Administrative Support Division (ASD), Office of Finance, Central Service Agency (CSA); reviews and evaluates requests to purchase (RTP) supplies, equipment and personal services for state Boards and Commissions utilizing CSA services; verifies all information is correct on purchasing items (e.g., checks financial coding, justifications, etc); determines proper purchasing method and compliance with state and/or federal regulations. Receives, logs, forwards, and tracks CSA RTPs through the approval process. Responsible for entering the RTP on the RTP Tracking System and/or the Payment Card System and the Contract tracking system. Reviews state term schedules and contracts, contacts state term vendors for requests for quotes, solicits telephone bids, prepares files and records on all actions. Enters requests in Ohio Administrative Knowledge System (OAKS) and monitors all stages of the request. Dispatches the Purchase order and makes copies for the vendor and the requestor. Verifies receipt of goods and services and notifies Payment Unit to pay the vendor. Maintains copies of all completed procurements for subsequent audits.</p>	<p>Knowledge of (1) state procurement laws; (2) agency procurement practices;* (3) Government structure and process; (4) applicable state and federal laws, rules and regulations governing fiscal operations, and (5) business administration.</p> <p>Skill in (6) use of personnel computer and associated software and hardware (e.g., MS Office, OAKS*).</p> <p>Ability to (7) communicate verbally and in writing on technical and non-technical matters; (8) prioritize work and meet deadlines; (9) apply principles to solve everyday problems; (10) deal with a large number of variables and determine a specific course of action; (11) define problems, collect data, and draw valid conclusion; (12) write routine business letters, evaluations and records following standard procedures; (13) handle routine and sensitive inquires from program managers, state employees, and general public; (14) maintain procedures for timely processing of procurement requests and accurate fiscal reporting and (15) cooperate with co-workers on group projects and (16) provide good customer service.</p> <p>*Developed after employment.</p>

JOB TITLE
Fiscal Specialist 1

JOB CODE
66531
APD 5-9-12 *CKB*

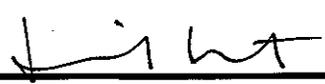
List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
5/2/12

J. Light

POSITION DESCRIPTION		AGENCY/DEPT ID DAS102350
DIVISION OR INSTITUTION Administrative Support Division	UNIT OR OFFICE Central Service Agency	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005446	<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	
	<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 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		
20	Enters and maintains data on the Payment Card System and creates weekly, monthly and ad hoc reports. Maintains accurate records of requests and all associated documentation. Works closely with CSA staff to ensure timely acquisition of requested items. Assists CSA administrator & staff to correctly apply state procurement laws and regulations. Provides good customer service.	Knowledge of 1, 2, 3, 4, and 5. Skill in 6. Ability to 7, 10, 11, 12 and 15.		
10	Performs administrative duties (e.g., disseminates information regarding evaluation of purchase requirements, and related items, makes copies, maintains). Provides CSA administrative with requested reports on status of purchases. Works on other duties as assigned.	Knowledge of 1, 2, 3, and 4. Skill in 6. Ability to 7, 8, 10, 12, and 16.		
JOB CODE 66531	JOB TITLE Fiscal Specialist 1			
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5/4/12	