POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS101000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Central Service Agency	Franklin

POSITION NUMBER
20005446

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Financial Analyst	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 TITLE
Financial Analyst

JOB CODE
66562

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Works under general direction of Department of Administrative Services (DAS), Administrative Support Division (ASD), Central Service Agency (CSA) to examine, &/or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, & conformance to reporting & procedural standards: 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	DATE
		3-24

Appl 3-24-16 ad

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS101000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Central Service Agency	Franklin

POSITION NUMBER 20005446

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Financial Analyst	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ 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 TITLE Financial Analyst

JOB CODE 66562

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Enters & maintains data on Payment Card System & creates weekly, monthly & ad hoc reports: maintains accurate records of requests & 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 & regulations; provides excellent customer service.	Knowledge of 1, 2, 3*, 4, 5, 6* Skill in 7 Ability to 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18
10	Performs administrative duties (e.g., disseminates information regarding evaluation of purchasing requirements & related items, makes copies, maintains): provides CSA administrator with requested reports on status of purchases; works on other duties, as assigned.	Knowledge of 1, 2, 3*, 4, 5, 6* Skill in 7 Ability to 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		3-24-6

appl 3-24-6 ol