100-000

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS102310

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

POSITION NUMBER 20005448

JOB TITLE Fiscal Specialist 1

JOB CODE 66531 APP 3-11-10 JRB

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Fiscal Specialist	20074018 Fiscal Officer 1

☒ 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
70	Works under general direction of the Department of Administrative Services (DAS), Administrative Support Division (ASD), Central Service Agency to coordinate, monitor & perform variety of fiscal management & control activities for various boards & commissions: reviews & authorizes purchases, process Accounts Payable (AP) and Accounts Receivables (AR) billings & payments; monitors agreements and contracts with consultants; encumbers funds; oversees the processing of payrolls and benefits; monitors payroll levels (internal projection, position control); advises Fiscal Officer &/or boards/ commissions when costs have exceeded budget; assists Fiscal Officer in the budgetary process by using the Ohio Administrative Knowledge System (OAKS); monitors & reviews financial position; prepares, evaluates & discusses budget concerns with Fiscal Officer; prepare & analyze fiscal reports related to Accounts Payable & Accounts Receivables.	Knowledge of (1) business &/or public administration; (2) accounting principles & practices; (3) applicable state & Federal laws, rules & regulations governing fiscal operations*; (4) business office functions (e.g., process vouchers); (5) PeopleSoft web-based application (e.g., FIN); (6) agency policies & procedures*. Skill in (7) use of personal computer and associated software and hardware (e.g., MS Office, 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 a group environment; (12) use proper research methods to gather & collate data (13) communicate verbally and in writing on technical and non-technical matters; (14) define problems, collect data, and draw valid conclusion; (15) cooperate with co-workers on group projects. *Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	3.9.10

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS102310

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

POSITION NUMBER
20005448

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Fiscal Specialist	20074018 Fiscal Officer 1

☒ 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
Fiscal Specialist 1

JOB CODE
66531

APD 3-11-10

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Prepares, analyzes & maintains budgetary & payroll related reports and projections; prepares documents to transfer and allot funds when necessary.	Knowledge of 1, 2, 3*, 4, 5, 6*. Skill in 7*. Ability to 8, 9, 10, 11, 12, 13, 14, 15.
10	Performs variety of clerical & fiscal tasks to facilitate operational efficiency; maintains files, answers oral or written inquiries on payroll, benefits, purchasing & budgets; works on special fiscal projects assigned by supervisor; provides assigned back-up duties when required.	Knowledge of 1, 2, 3*, 4, 6*. Skill in 7*. Ability to 8, 9, 11, 12, 13, 14, 15.
		*Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jim D Potter	3-9-2010