

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS101000

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Central Service Agency

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005448

Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Financial Analyst

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
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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 & 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

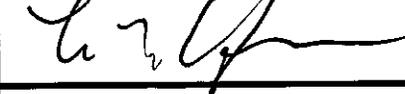
JOB TITLE
Financial Analyst

JOB CODE
66562

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



2/19/16

add 9-19-16cl