

POSITION DESCRIPTION

AGENCY/DEPT ID DAS105220

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Business Office

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005498

JOB TITLE
Fiscal Officer 2

JOB CODE
66536

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Budget & Fiscal Services Manager POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005497 Business Operations Manager 3

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 am TO: 4:30 pm Report-in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Manages Budget & Fiscal Services Unit within Business Office of General Services Division, which is multi-funded with GRF, rotary & grant funding for twenty separate program offices: supervises & coordinates budget & fiscal activities of analysts performing database management, payroll accounting, accounts payable & receivable support; acts as division cash manager ensuring all cash & checks are properly controlled & accounted for; responsible for division's financial reporting to ensure program managers are provided with budget & fiscal information necessary to manage their programs (i.e., meets with managers on a regular basis to interpret data and help with their needs); responsible for preparing several division-wide financial reports including Statewide Cost Allocation Program (SWCAP), Generally Accepted Accounting Principles (GAAP), & Internal Accounting Control Program (IACP). Acts on behalf Business Operations Manager in his absence & attends meetings & oversees special projects as necessary.	Knowledge of (1) Generally Accepted Accounting Principles (GAAP); (2) budget development and oversight; (3) fiscal reporting; (4) cost accounting (e.g., payroll & capital budgets); (5) fiscal management; (6) agency costing policies and procedures (e.g. labor and material costing)*; (7) business administration; (8) office management; (9) supervision; (10) work force planning; (11) employee training & development; (12) Federal, state & departmental policies & procedures*. Skill in (13) operation of personal computer & software using advanced functions of MS Word, Access & Excel (e.g., queries, pivot tables, macros, if-then statements, scenarios, complex formulas). Ability to (14) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (15) develop complex reports; (16) calculate fractions, decimals & percentages & deal with non-verbal symbols in formulas, equations & graphs; (17) use statistical analysis; (18) communicate effectively, both verbally & in writing; (19) establish friendly atmosphere as unit supervisor.
20	Manages division capital improvements budget; prepares biennial budget & re-appropriations requests; coordinates program unit requests; provides expertise & guidance to Business Operations Manager, program managers & staff on capital related issues; monitors & tracks capital appropriations & expenses; manages & oversees accounts payable functions for capital projects.	Knowledge of 1, 2, 3, 4, 5, 6*, 7, 8, 10, 12* Skill in 13 Ability to 14, 15, 16, 18

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:
20005507 Management Analyst Supervisor 1
20005554 Management Analyst Supervisor 1
20005714 Management Analyst Supervisor
20005504 Management Analyst Supervisor 2

SIGNATURE OF AGENCY REPRESENTATIVE

Jeffrey Westhoven /ao

DATE

12/30/08

apl 1-7-09 al

