100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105220

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services	Business Operations	Franklin

POSITION NUMBER
20005502

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Management Analyst Supervisor 1	20005508 Fiscal Officer 2

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

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

JOB CODE TITLE
Management Analyst Supervisor 1

JOB CODE
63215

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	Serves as agency manager for revenue & receivable accounting functions for General Services Divisions' Facilities Management, Skilled Trades, Real Estate & State Architect's Office program units using Generally Accepted Accounting Principles (GAAP): develops & implements policies & procedures incorporating appropriate levels of internal control; utilizes advanced Excel spreadsheet functions (e.g., subtotal, filter, group, pivot tables, customize, macros, formulas for test, conditional & referential statements) to maximize accuracy & efficiency in processing accounting transactions; develops agendas & leads meetings to discuss/resolve various issues with program units; works as liaison between Business Office & assigned program units in all areas of fiscal management & customer service; performs financial analyses & prepares division management reports; reviews finished work product of accounts receivable staff; approves deposits & finalizes invoices in OAKS.	Knowledge of (1) Generally Accepted Accounting Principles (GAAP); (2) business administration; (3) agency policies & procedures relative to fiscal*; (4) business mathematics and algebra; (5) revenue projection; (6) management; (7) supervision principles; (8) employee training & development; Skill in (9) operation of personal computer and related software (e.g., MS Word, Excel, Access); (10) use of advanced Excel spreadsheet functions (e.g., subtotal, filter, group, pivot tables, customize, macros, formulas for test, conditional & referential statements); (11) use of Access database functions (e.g., creating tables, forms, queries and reports). Ability to (12) interpret variety of instructions, often technical in nature, in written, or oral form; (13) use non-verbal symbols in formulas, equations or graphs; (14) read, comprehend & record figures accurately; (15) copy records accurately; (16) prepare meaningful, concise, accurate, complex reports; (17) use proper research methods in gathering data; (18) check pairs of items that are similar or dissimilar; (19) work alone on most tasks & work with co-workers on group projects. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005512 Account Clerk 3	Jeffrey Westhoven/cc	4/5/12

Appl 4.4.12 cc

100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105220

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services	Business Operations	Franklin

POSITION NUMBER 20005502

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Management Analyst Supervisor 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005508 Fiscal Officer 2

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22

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

JOB CODE TITLE
Management Analyst Supervisor 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Acts as back-up for Accounts Receivable Manager in reviewing & approving division deposits & billing activity: issues credit invoices & creates adjusted invoices in absence of AR Manager; supervises Accounts Receivable staff in absence of AR Manager; assists in training new staff.	Knowledge of 1, 2, 3*, 4, 5 Skill in 9, 10 Ability to 12, 13, 14, 15, 16, 17, 18, 19
5	Manages accounting functions for State Architect contractor escrow deposits: compiles & submits annual GAAP Schedule A-3 to State Accounting; completes annual indirect cost allocation reconciliation of billed revenues for funds that support assigned program areas (i.e., Statewide Indirect Cost Allocation Plan).	Knowledge of 1, 2, 3*, 4, 5 Skill in 9, 10 Ability to 12, 13, 14, 15, 16, 17, 18, 19

<u>Position Specific Minimum Qualifications</u>
24 mos. exp. using Generally Accepted Accounting Principles (GAAP);

12 mos. exp. operating personal computer using advanced Excel spreadsheet functions (e.g., subtotal, filter, group, pivot tables, customize, macros, formulas for test, conditional & referential statements).

*developed after employment

JOB CODE 63215

List Position Numbers & Job Titles of Positions Directly Supervised:
20005512 Account Clerk 3

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/ca

DATE: 4/5/12

Appd 4.4.12 ca