

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS105220
DIVISION OR INSTITUTION General Services	UNIT OR OFFICE Business Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005502	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Management Analyst Supervisor 1		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005508 Fiscal Officer 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> 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 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

Updated 7.14.10 (aw)

JOB CODE TITLE  
63215 Management Analyst Supervisor 1

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/cc</i>	DATE 7/14/10
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<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills &amp; Abilities</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">20</td> <td>Acts as back-up for Accounts Receivable Manager in reviewing &amp; approving division deposits &amp; billing activity; issues credit invoices &amp; creates adjusted invoices in absence of AR Manager; supervises Accounts Receivable staff in absence of AR Manager; assists in training new staff.</td> <td>Knowledge of 1, 2, 3*, 4, 5 Skill in 9, 10 Ability to 12, 13, 14, 15, 16, 17, 18, 19</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Manages accounting functions for State Architect contractor escrow deposits: compiles &amp; 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).</td> <td>Knowledge of 1, 2, 3*, 4, 5 Skill in 9, 10 Ability to 12, 13, 14, 15, 16, 17, 18, 19</td> </tr> </tbody> </table>					%	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
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<p style="text-align: right;"><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 &amp; referential statements).</p> <p style="text-align: right;">*developed after employment</p>													
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App'd 7-14-10 *cau*