POSITION DESCRIPTION

AGENCY/DEPT ID	
Department of Administrative Services/ DAS101000	

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Office of Finance	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
Business Operations Analyst	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 33 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Senior Budget Analyst

JOB CODE 63262

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Works under general direction of Department of Administrative Services (DAS), Administrative Support Division (ASD), Office of Finance, Business Management unit to plan & implement budget for assigned divisions: develops biennium budget requests, researches & analyzes expenditures to assist in preparing budgetary requirement projections, annual budget allotments & General Revenue Fund (GRF) disbursement estimates; distributes budget reports to program areas; responds to inquiries regarding available budget resources; participates in confidential discussions with management concerning budget issues; works with supervisor to enact programmatic changes due to budget recommendations; prepares & justifies budget transfer requests, as needed; identifies & analyzes potential budget problems & recommends solutions; utilizes Ohio Administrative Knowledge System (OAKS) financial module & OAKS Business Intelligence reports to monitor & balance budgets; prepares billing & check-off rate calculations & proposals for assigned divisions; analyzes actual revenue & expenditure data (including fixed & indirect costs) to project ending Statewide Cost Allocation Plan (SWCAP) fund balances for assigned cost pools; participates in developing allocation unit estimates, incorporates allocation unit data & budget allotments into calculations, prepares rate option package for supervisor & division management review/approval; identifies payroll coding errors & generates payroll journal entries for submission to DAS/ASD Budget unit, as necessary; prepares administrative cost allocations & provides information to DAS Accounts Receivable (A/R) unit to generate Intra-State Transfer Voucher (ISTV) billings; prepares or assists in preparation of Generally Accepted Accounting Principles (GAAP) & SWCAP annual schedules & adjustments for review by Business Manager.	Knowledge of (1) business/public administration or public finance; (2) budget development; (3) accounting principles & practices; (4) applicable state & federal laws, rules & regulations governing fiscal operations*; (5) quantitative/statistical analysis; (6) PeopleSoft web-based application (e.g., FIN); (7) PeopleSoft General Ledger Module; (8) GAAP; (9) SWCAP; (10) cost accounting; (11) agency policies & procedures*. Skill in (12) use of personal computer & associated hardware/software (e.g., MS Office Suite, OAKS*) & Internet; (13) advanced functions of MS Excel (e.g., if/then statements, linking worksheets, writing formulas, pivot tables). Ability to (14) deal with large number of fiscal variables & determine specific course of action; (15) apply accounting principles to solve practical everyday problems; (16) preserve & maintain accurate historical records for future analysis & audit tracking purposes; (17) work independently & within group environment; (18) use proper research methods to gather & collate data; (19) communicate verbally & in writing on technical & non-technical matters; (20) define problems, collect data, & draw valid conclusion; (21) provide accurate fiscal analysis & reporting; (22) apply quantitative/statistical analysis & methods (e.g., forecasting, cost/benefit analysis); (23) maintain confidentiality; (24) 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]	4/1/16

Appl 4-1-16 cl

POSITION DESCRIPTION

		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT 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
Business Operations Analyst	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 33 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE: Senior Budget Analyst

JOB CODE: 63262

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Performs other budget related duties, as required: performs petty cash audits; validates proper rate applications & implementations (including holidays); prepares monthly financial reviews for assigned program units; performs allotment analyses (e.g., routine Track Budget reviews); prepares, plans & maintains chart of accounts for assigned divisions; responds to audit requests; pre-processes central agency expenditures & financial disclosures (e.g., risk, drug tests, background, OSS); contributes to Request to Fill/Change Authorization (RFCA) review process by researching & responding to RFCA funding questions; provides & maintains job codes related to services provided by DAS Information Technology Services (ITS); receives, evaluates assigns &/or responds to SWCAP questions; prepares SWCAP reporting structure (including chart of accounts, service descriptions, tables of organization, cost mappings & provider beneficiary mappings) for submission; communicates need for journal voucher corrections or SWCAP adjustments to proper unit (Fiscal AP or AR, Business Management, Budget, Purchasing & Assets); monitors & ensures accuracy of FTO; prepares & reviews Controlling Board requests for new funds, fund transfers, appropriation requests & capital releases.	Knowledge of 1, 2, 3, 4*, 5, 6, 7, 8, 9, 10, 11* Skill in 12, 13 Ability to 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24
5	Performs other administrative duties & special projects, as required (e.g., prepares special reports & analyses for DAS management, or relating to inquiries from Office of Budget & Management, other units within DAS Finance, division managers, or general public): participates in confidential discussions with assigned division customers; attends training & meetings, as required; assists team members & Purchasing/Payables/Assets staff, as needed.	Knowledge of 1, 2, 3, 4*, 5, 6, 7, 8, 9, 10, 11* Skill in 12, 13 Ability to 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		4/1/16

apd 4-1-16