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 20005503

JOB TITLE Financial Analyst

JOB CODE 66562

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Financial Analyst	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 30 Page 1 of 2

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
70	Works under general direction of Department of Administrative Services (DAS), Administrative Support Division (ASD), Office of Finance, Fiscal Services Unit (FSU) to examine, &/or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, & conformance to reporting & procedural standards: review & correct voucher coding if necessary; review & determine approval of invoices; work with Ohio Shared Services (OSS), Office of Finance Service Assurance Unit, &/or assigned division to resolve voucher issues (e.g., budget, coding, receipt of goods & services); investigate rejection causes on vouchers & determine solutions; ensure voucher coding, encumbrance, vendor, payment terms are correct in order to remit to addresses; notify supervisor once vouchers are approved; monitor Ohio Administrative Knowledge System (OAKS) General Ledger (GL) to verify voucher invoices are posted to all ledgers in OAKS; work with OSS, Service Assurance Unit, or division on responses to inquires from vendors & internal auditors; process special vouchers when necessary by entering invoice date into OAKS; prepare & analyze fiscal reports related to Accounts Payable.	Knowledge of (1) business &/or public administration; (2) accounting principles & practices; (3) applicable state & Federal laws, rules & regulations governing fiscal operations*; (4) business office functions (e.g., process vouchers); (5) PeopleSoft web-based application (e.g., FIN); (6) PeopleSoft General Ledger Module; (7) agency policies & procedures*. Skill in (8) use of personal computer and associated software and hardware (e.g., MS Office, OAKS*). Ability to (9) deal with large number of fiscal variables & determine specific course of action; (10) apply accounting principles to solve practical everyday problems; (11) preserve & maintain accurate historical records for future analysis & audit tracking purposes; (12) work independently & within a group environment; (13) use proper research methods to gather & collate data (14) communicate verbally and in writing on technical and non-technical matters; (15) define problems, collect data, and draw valid conclusion; (16) cooperate with co-workers on group projects. *Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		8/14/15

add 874-150

POSITION DESCRIPTION

AGENCY/DEPT
Department of Administrative Services/ DAS101000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Office of Finance	Franklin

POSITION NUMBER 20005503

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Financial Analyst	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 30 Page 2 of 2

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	Assist the Fiscal Service Unit as required with Accounts Receivables (AR) billings & deposits: process & maintain a check log of AR checks received by the Office of Finance; create deposits, enters data into OAKS & once approval is received delivers deposits to the State of Ohio Treasurers Office; enters AR pending items data into OAKS; print Intra-State Transfer Voucher (ISTV) when necessary; process billings for mailing to customers; enter credits & adjustments to OAKS AR pending items; monitor & process daily ISTV deposits, Attorney General Office deposits & Payroll Check-Off deposits for DAS; investigate AR rejection causes & determine solutions; monitor OAKS GL to verify AR items & deposits are posted to all ledgers through OAKS; prepare & analyze fiscal reports relating to AR.	Knowledge of 1, 2, 3*, 4, 5, 6, 7. Skill in 8. Ability to 9, 10, 11, 12, 13, 14, 15.
5	Assists Fiscal Service Unit with Payment Card (P-card): review for proper usage within state guidelines; monitor & process credit card Payment logs; enter P-card coding into OAKS; work with P-card holders on any issues with the log or OAKS transactions; monitor GL to verify P-card invoice is posted to all ledgers within OAKS; process Electronic Data Interchange (EDI) vouchers in OAKS; work with Service Assurance Unit or division in resolving P-card issues (e.g., budget, coding, etc.); prepare & analyze fiscal reports related to P-card.	Knowledge of 1, 2, 3*, 4, 5, 6, 7. Skill in 8. Ability to 9, 10, 11, 12, 13, 14, 15.
5	Perform other related duties: retrieve checks returned to agency from the Office of Budget & Management (OBM); pick up deposits & reports from other locations; & distributes to proper DAS unit; perform variety of clerical & fiscal tasks to facilitate operational efficiency; assists units within Office of Finance on fiscal tasks; attends meetings & training in area of responsibility; works on special fiscal projects assigned by supervisor.	Knowledge of 1, 2, 3*, 4, 7. Skill in 8. Ability to 9, 11, 12, 13, 14, 15.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		8/14/15

add 8/14/15 a