100-100U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Business Office

POSITION NUMBER 20005504 (10109.0)

JOB CODE TITLE Management Analyst Supervisor 2

JOB CODE 63216

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Special Projects Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005497 (10101.0) Business Operations Manager 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 a.m. – 4:30 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
35	Formulates business policies & procedures & division-wide reporting: develops, implements & manages division-wide policies & procedures pertaining to purchasing & accounts payable functions to ensure proper controls, timeliness & accuracy; develops accounting procedures in accordance with Internal Accounting Control Program (IACP) objectives; oversees IACP review of divisional purchasing & accounts payable activities & functions; prepares IACP corrective action plans & directs & monitors correction of IACP weaknesses; ensures accurate & timely data collection, processing & reporting of data & the information for state's Generally Accepted Accounting Principles (GAAP) annual report & State-wide Indirect Cost Allocation Plan (SWCAP) reports to department's Office of Finance & state's Office of Budget & Management; oversees MBE & EDGE division reporting & internal financial reporting.	Knowledge of (1) Generally Accepted Accounting Principles (GAAP); (2) budget development and oversight; (3) fiscal reporting; (4) cost accounting; (5) fiscal management; (6) agency costing policies and procedures (e.g. labor and material costing)*; (7) business administration; (8) employee training and development; (9) Federal, state & departmental policies & procedures*. Skill in (10) 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 (11) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (12) develop complex reports; (13) calculate fractions, decimals & percentages & deal with non-verbal symbols in formulas, equations & graphs; (14) communicate effectively verbally & in writing; (15) use statistical analysis.
25	Provides support to Business Operations Manager & Budget & Fiscal Services Manager: assists in preparation of biennial budget, setting allotments, projecting expenditures, setting rates & monitoring rate pools; compiles historical expenditure data, analyzes cost trends & projects future needs.	Knowledge of 1, 2, 3, 4, 5, 6*, 7, 8, 9* Skills in 10 Ability to 11, 12, 13, 14, 15
	This position is overtime exempt.	* developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/ce

DATE: 4/4/08

apd 4-4-08 ak

100-100U

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POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005497 (10101.0) Business Operations Manager 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 a.m. – 4:30 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
25	Oversees Accounts Payable functions within Business Office of General Services Division: plans & manages a combination of fiscal, accounting & budgetary functions; oversees & monitors encumbrances & payments; ensures proper coding of expenses; analyzes actual expenditures as compared to budgeted & projected expenditures; monitors funding levels & transfers allotments to maintain adequate funding in accounts.	Knowledge of 1, 2, 3, 4, 5, 6*, 7, 8, 9* Skills in 10 Ability to 11, 12, 13, 14, 15
15	Performs other duties & special projects as assigned by the Business Operations Manager or Deputy Director of division: attends state, departmental or divisional financial meetings on behalf of Business Operations Manager or other divisional program managers; performs & coordinates research & analysis of various business & purchasing issues & makes recommendations to Business Operations Manager & Deputy Director.	Knowledge of 1, 2, 3, 4, 5, 6*, 7, 8, 9* Skills in 10 Ability to 11, 12, 13, 14, 15
	This position is overtime exempt.	* developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE
Jeffrey Westhoven/cc

DATE
4/4/08

appl 4-4-08 cc