

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services/ DAS105000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Business Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005505	<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 GSD Fiscal Specialist 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization
	<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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 a.m.                      TO: 4:00 p.m.                      Report in location subject to change			

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Prepares & analyzes various disbursement & A/P related reports for General Services Division (GSD); prepares tracking reports on cash levels, budgets & payroll spending; analyzes spending patterns of GSD program units; prepares plan adjustment worksheets to transfer funding to cover expenditures; coordinates divisional MBE & EDGE spending programs (e.g., communicates usage, provides projections & reporting); ensures compliance with internal procurement policies & procedures (e.g., General Purchasing & Encumbering Procedure, Travel Reimbursement Policy, Receiving Policy); applies best practices & procedures related to purchasing, receiving, & sourcing functions; coordinates procurement of goods & services purchased annually within GSD; assists with obtaining release & permit requests on IT-related purchases; ensures purchases are in compliance with state laws, rules & policies; evaluates requisitions from program units for compliance; approves requisitions for processing; ensures vendors are in compliance with OAKS & with state procurement rules; creates vouchers in OAKS CI for capital payment requests; coordinates purchase orders & change orders; organizes receiving functions throughout division; provides strong supporting role to Business Manager & Budget Analysts within Business Management unit.	Knowledge of (1) budgeting; (2) Generally Accepted Accounting Principles (GAAP); (3) applicable state & federal laws, rules, procedures & standards governing fiscal oversight*; (4) business administration; (5) agency policies & procedures*; (6) OAKS financials modules*; (7) fiscal reporting; (8) fiscal management; (9) customer service. Skill in (10) operation of personal computer using advanced functions of MS Word & Excel (e.g., queries, pivot tables, if-then statements, complex formulas). Ability to (11) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (12) prepare meaningful, concise & accurate reports; (13) communicate effectively, both verbally & in writing.
20	Tracks compliance of accounts payable requirements for General Services Division (GSD); provides information to program units with travel requests; assures coding & compliance of travel requests; ensures correct coding of purchase orders & approvals for invoices; acts as liaison between OSS & GSD program units, as needed; acts as liaison between Fiscal Services & GSD program units regarding pay card issues, resolution of OAKS budget errors, electronic data interchange issues & vouchering issues; & tracks contract expirations for program unit renewals.	Knowledge of 1, 2, 3*, 4, 5*, 6*, 7, 8, 9 Skill in 10 Ability to 11, 12, 13
10	Assists with special projects, audits, inventory control, maintenance of charts of accounts, coordination of telecommunications needs, & with GAAP & SWCAP reporting; attends training as required; performs other duties as assigned.	Knowledge of 1, 2, 3*, 4, 5* 6*, 7, 8, 9 Skill in 10 Ability to 11, 12, 13
*developed after employment		

JOB CODE 66532	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 11/18/14

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