

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105220

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Business Office

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005505

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
GSD Purchasing Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005498 Business Operations Manager 2

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 14
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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 financial statements & cost/accounting reports for General Services Division: prepares comprehensive reports on cash levels, budgets, disbursements & payroll spending; analyzes spending patterns of GSD program units to ensure compliance with procurement policies & budgetary authority; develops plan adjustment worksheets to transfer funding to cover expenditures; oversees divisional MBE & EDGE spending programs (e.g., promotes usage, provides projections & reporting); formulates, implements & ensures compliance with internal procurement policies & procedures (e.g., General Purchasing & Encumbering Procedure, Travel Reimbursement Policy - GSD BUS 08, Receiving Policy for GSD Buildings & Locations - GSD BUS 39); develops & implements best practices & procedures related to purchasing, receiving, & sourcing functions; oversees, coordinates & monitors procurement of \$20 million of goods & services purchased annually within GSD; ensures all 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; oversees purchase orders & change orders; oversees & monitors receiving functions throughout division	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 a personal computer 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) prepare meaningful, concise & accurate reports; (13) communicate effectively, both verbally & in writing.
20	Oversees compliance of accounts payable requirements for General Services Division (GSD); provides direction to program units with travel requests; assures coding & compliance of travel requests; ensures correct coding of purchase orders & approvals for invoices; coordinates responses to vendor inquiries; coordinates invoices not approved by Ohio Shared Services; coordinates & monitors unresolved pay card issues; coordinates & monitors electronic data interchange issues.	Knowledge of 1, 2, 3*, 4, 5*, 6*, 7, 8, 9 Skill in 10 Ability to 11, 12, 13
10	Supports Business Office Manager with various special projects: assists in audits, inventory control, & website updates; maintains charts of accounts; coordinates telecommunications needs; attends training as required; other duties as assigned.	Knowledge of 1, 2, 3*, 4, 5* 6*, 7, 8, 9 Skill in 10, (14) using web programming software Ability to 11, 12, 13.

*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

6-22-11

JOB CODE
66532

Capd 6/22/11 @AD