

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS105000

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Office of Finance

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005505

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
GSD Senior Financial Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 14
PR 32
Page 1 of 1

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	Works under general direction of Department of Administrative Services, Office of Finance, General Services Division (GSD) Business Manager to independently research & analyze complex information to resolve errors, modify data &/or determine appropriate action with external involvement; 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 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 TITLE
Senior Financial Analyst

JOB CODE
66563

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

8/14/15

apd 8/14/15