

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 20005508 JOB TITLE Fiscal Officer 2 JOB CODE 66536 <i>April 3-3-15 cl</i>	<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 Accounts Receivable Manager		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	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	50	Manages Accounts Receivable (AR) within Fiscal Services unit of Administrative Support Division (ASD), Office of Finance, for Department of Administrative Services (DAS) program offices which are multi-funded with GRF, rotary & grant funding; supervises, assigns & reviews work of accounts receivable staff involved in processing & recording transactions, billings, receivables & collections; serves customers by answering inquiries & assisting them; develops & implements proper internal control procedures to include, but not limited to, manual & automated procedures & systems.	Knowledge of (1) Generally Accepted Accounting Principles (GAAP); (2) fiscal reporting; (3) fiscal management; (4) business administration; (5) office management; (6) supervision; (7) work force planning; (8) employee training & development; (9) federal, state & departmental policies & procedures*. Skill in (10) operation of personal computer & software with demonstrated working skill using MS Word, Access & Excel. 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) use statistical analysis; (15) communicate effectively, both verbally & in writing; (16) establish professional & friendly atmosphere as unit supervisor.	
	35	Plans, directs & monitors accounts receivable fiscal activities: updates receivable balances & reconciles accounts receivable system data to actual data; complies with statewide reporting requirements of Statewide Indirect Cost Allocation Plan (SWCAP) & Generally Accepted Accounting Principles (GAAP); oversees management reporting of billing, receivable & collection data.	Knowledge of 1, 2, 3, 4, 5, 7, 9* Skill in 10 Ability to 11, 12, 13, 14, 15 *developed after employment	
	List Position Numbers & Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/3/15

