

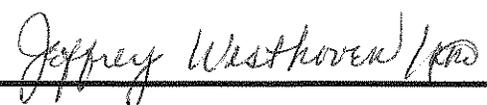


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS105220
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005508  JOB TITLE Fiscal Officer 2  JOB CODE 66536	<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 20005497 Business Operations Manager 3
	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified                      Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent <input type="checkbox"/> Unclassified                      If FLSA Exempt, exemption type:	Bargaining Unit 22  Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. – TO: 5:00 pm	

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Supports Business Manager in development & analysis of rates: provides actual & projected billing, revenue & SWCAP data necessary to develop rates; provides similar data for quarterly rate reviews; implements approved new fees & billing methodologies.	Knowledge of 1, 2, 3, 4, 5, 7, 9* Skill in 10 Ability to 11, 12, 13, 14, 15
15	Oversees AR support systems: ensures that proper applications are in place to bill, track & report receivables functions; analyzes operations to ensure most efficient processes are enacted & followed; continuously reviews internal controls - & makes adjustments where necessary to assure safety of assets & accuracy of accounting information.	Knowledge of 1, 2, 3, 4, 5, 7, 9* Skill in 10 Ability to 11, 12, 13, 14, 15
This position has been designated as essential.		

List Position Numbers & Job Titles of Positions Directly Supervised: 20005511 Management. Analyst Supervisor I 20074578 College Intern	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/30/08
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apd 12-26-08 al