

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105220
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business Operations	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 20005498 Business Operations Manager 2	
	<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 Report in location subject to change.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	40	Manages Accounts Receivable (AR) Unit within Business Office of General Services Division, which is multi-funded with GRF, rotary & grant funding for all of division's program offices: 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 and 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 a professional & friendly atmosphere as unit supervisor.	
	30	Plans, directs & monitors accounts receivable fiscal activities: updates receivable balances & reconciles accounts receivable system data to actual data; complies with statewide reporting requirements of State-wide 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: 20005502 Management Analyst Supervisor 1 20005802 Management Analyst Supervisor 1		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ce</i>	DATE 4/5/12

April 4. 4. 12/cew

