

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS105000

DIVISION OR INSTITUTION  
Administrative Support

UNIT OR OFFICE  
Business Management

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005509

Reclassification

New Position

Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Procurement & Payables Manager

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: Administrative

Bargaining Unit 14  
Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:00 a.m. TO: 5:00 p.m.

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Plans & manages combination of fiscal, accounting & budgetary functions for General Services Division (GSD) of Department of Administrative Services (DAS) & supervises assigned staff: prepares & analyzes various financial statements & cost/accounting reports for GSD; prepares comprehensive reports on disbursements; analyzes spending patterns of GSD program units to ensure compliance with procurement policies & budgetary authority; oversees purchasing & accounts payable pre-processing functions; develops, implements & manages division-wide policies & procedures pertaining to accounts payable functions to ensure proper controls, timeliness & accuracy; develops best practices & procedures related to purchasing, receiving, sourcing & accounts payable pre-processing functions; facilitates & monitors purchases & payments; ensures purchase justification documents have been obtained & are accurate; ensures proper coding of all expenses; analyzes actual expenditures as compared to budgeted & projected expenditures; monitors funding levels & transfers allotments to maintain adequate funding in all accounts; supervises purchasing & payables staff in daily activities (e.g., approves leave and payable time, provides training & develops employees, creates performance goals & evaluations, administers counseling & discipline).	Knowledge of (1) Generally Accepted Accounting Principles (GAAP); (2) budget development & oversight; (3) fiscal reporting; (4) cost accounting; (5) fiscal management; (6) agency costing policies & procedures (e.g. labor & material costing)*; (7) business administration; (8) office management; (9) supervision; (10) workforce planning; (11) employee training & development; (12) Federal, state & departmental policies & procedures*. Skill in (13) operation of personal computer & software using advanced functions of MS Word, Access & Excel (e.g., queries, pivot tables, macros, if then statements, scenarios, complex formulas). Ability to (14) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (15) develop complex reports; (16) calculate fractions, decimals & percentages & deal with non-verbal symbols in formulas, equations & graphs; (17) communicate effectively verbally & in writing; (18) establish friendly atmosphere as unit supervisor; (19) statistical analysis
15	Oversees compliance of accounts payable requirements for General Services Division (GSD): provides guidance & direction on travel request inquiries; oversees correct coding & compliance of travel requests & purchase orders; directs responses to vendor inquiries; monitors invoices not approved by Ohio Shared Services, unresolved pay card issues & electronic data interchange issues; processes capital energy vouchers in OAKS CI; acts as liaison between GSD Accounts Payable & Ohio Shared Services.	Knowledge of 1, 3, 4, 5, 6*, 7, 8, 10, 11, 12* Skill in 13 Ability to 14, 15, 16, 17, 18, 19

\* developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

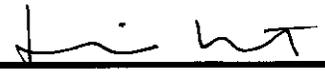
DATE

8/27/14

apd 8-27-14 cel

JOB CODE  
66536

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Business Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005509           JOB CODE TITLE Fiscal Officer 2           JOB CODE 66536	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Procurement & Payables 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 <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 14  Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.                      TO: 5:00 p.m.                      Report in location & work hours subject to change.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	15	Plans, directs & monitors all accounts payable pre-processing activities: ensures internal control view of divisional purchasing & accounts payable activities & functions; ensures correction of internal control weaknesses; ensures accurate & timely data collection, processing & reporting of data & information for State-wide Indirect Cost Allocation Plan (SWCAP) reports to department's Office of Finance & state's Office of Budget & Management; responsible for MBE & EDGE division reporting.	Knowledge of 1, 2, 3, 4, 5, 6*, 7, 8, 10, 11, 12* Skill in 13 Ability to 14, 15, 16, 17, 18, 19	
	15	Provides support to Business Operations Manager: assists in preparation of biennial operating budget, setting allotments, & projecting expenditures; compiles historical expenditure data, analyzes cost trends & projects future needs; assists in GAAP reporting.	Knowledge of 1, 3, 4, 5, 6*, 7, 8, 10, 12* Skill in 13 Ability to 14, 15, 16, 17, 18, 19	
	5	Performs other duties & special projects as assigned by Business Office Manager: attends state, departmental or divisional payables related financial meetings or meetings with other divisional program managers as needed; performs & coordinates research & analysis of purchasing issues & makes recommendations to Business Office Manager.	Knowledge of 1, 3, 4, 5, 6*, 7, 8, 10, 12* Skill in 13 Ability to 14, 15, 16, 17, 18, 19	
	*developed after employment.			
List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/27/14	

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