

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

POSITION NUMBER 20005512	<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 Account Clerk 3 Part-Time		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005502 Management Analyst Supervisor 1	
	<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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type	Bargaining Unit 09 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 a.m. TO: 4:00 p.m.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
45	Maintains complex budget accounts, analyzes expenditures & financial reports: prepares &/or uploads various monthly, quarterly & annual billings for supported program units (e.g., Fleet Rentals & Leases, Copy Center, Mainframe, Fulfillment, Cost-per-Copy, Code Compliance, JFS Eyeglass, State Printing Lottery Fees, Skilled Trades Project & Administration Fees, State ID Badge Cost Recovery, State Architect Fees, State & Federal Surplus, Mail Metering & Presort, North High Parking DOH Security, Tenant Work Orders, ATM Rental Fees, Local Tenant Rents & Rhodes Tower Parking); provides information to agencies on their open receivables when such information is requested (e.g., reports ISTV numbers, due dates, services provided & amounts); updates chart field coding for established speed charts & reason codes & creates new reason codes in OAKS as directed by supervisor; posts revenue share payments into Omnicom database.	Knowledge of (1) entry-level bookkeeping; (2) addition, subtraction, multiplication, division of fractions, ratio calculations, decimals & whole numbers; (3) OAKS Accounts Receivable system inquiry & data entry screens*. Skill in (4) operation of a personal computer & software (e.g., spreadsheets, databases, FoxPro, Excel, Access); (5) operation of office machines: copier, fax machine, calculator; (6) organizing & maintaining records in numerical or alphabetical order; (7) comparing accounting data in similar reports & recognizing differences. Ability to (8) think logically; (9) analyze large amounts of accounting data; (10) apply complex set of processing rules to accounting data; (11) follow up as needed with appropriate personnel in resolving accounting problems; (12) communicate in oral & written form using good grammar, spelling & syntax; (13) accurately document content of telephone conversations; (14) maintain detailed lists of accounting codes, contact persons, & phone numbers; (15) use tact & diplomacy in calling customers regarding payment on account. *developed after employment.		
JOB CODE 16513	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Neothoven/CC</i>	
			DATE 4/5/12	

April 4. 17. 12

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JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	45	Prepares deposits on a daily basis & makes inquiries in various databases: (e.g., Omnicom, Procurement's contract database, Co-Operative Purchasing customer database, & OAKS data warehouse); reviews checks logged into OAKS AR; makes sure checks are completed accurately (e.g., signed, not post-dated, numeric amount equals written amount, payee is correct, check is not expired, check has been endorsed for deposit); enters data into FoxPro & OAKS AR: determines nature of receipt & selects appropriate customer code & speed chart for applying receipt in OAKS; completes direct journal entries to post receipts or applies payments to pending items; prints OAKS payment detail report & provides check, payment detail report & back-up documentation presented with checks to AR supervisor for approval; sends approved deposits to DAS, Office of Finance; distributes deposit reports to appropriate GSD program units; maintains files of completed deposit reports.	Knowledge of 1, 2, 3* Skill in 4, 5, 6, 7 Ability to 8, 9, 10, 11, 12, 13, 14, 15	
	10	Contacts customers regarding past due invoices & documents conversations in OAKS: responds to customer inquiries regarding invoices; performs other related financial accounting & special projects.	Knowledge of 1, 2, 3* Skill in 4, 6, 7 Ability to 8, 9, 10, 11, 12, 13, 14, 15 *developed after employment.	
JOB CODE 16513	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/cc</i>	
			DATE 4/5/12	

Appl 4.4.12 (cc)