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| 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 |

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|---|--|---|--|---------------------------------------|
| 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 Financial Analyst | | 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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type | Bargaining Unit 09 Page 2 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 | 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; 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 | |
| | List Position Numbers & Job Titles of Positions Directly Supervised: | | SIGNATURE OF AGENCY REPRESENTATIVE  | |
| | | | DATE 8/14/15 | |
| JOB CODE 66562 | | | | |

add 8/14-15/15