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| POSITION DESCRIPTION | | AGENCY/DEPT ID Department of Administrative Services/ DAS101000 |
| DIVISION OR INSTITUTION Administrative Support | UNIT OR OFFICE Business Management | COUNTY OF EMPLOYMENT Franklin |

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|---|--|---|--|---------------------------------------|
| POSITION NUMBER 20005513 JOB CODE TITLE Fiscal Specialist 1 JOB CODE 66531 | <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 Fiscal Specialist 1 | | 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 14 Page 1 of 1 |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 a.m. TO: 4:00 p.m. | | | Report in location subject to change |
| | JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | |
| | % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | |
| | 50 | Coordinates, monitors & performs variety of fiscal functions for General Services Division, Business Operations: prepares & maintains payroll corrections; analyzes payroll time records to identify payroll errors; enters corrections into database to support program unit operational reporting; consults with program managers to verify personnel assignments & maintains data sensitive database of assignments to support payroll corrections entries; produces quarterly & end-of-year journal entries; assists with year-end Statewide Cost Allocation Plan adjustments & maintains supporting records; assists in maintaining division Fundable Table of Organization (FTO); monitors staff movements to ensure proper funding designations; identifies necessary changes to division FTO. | Knowledge of (1) business administration &/or accounting practices & procedures; (2) applicable state &/or federal laws*; (3) rules, procedures & standards governing fiscal &/or budgetary operations, purchasing & accounting*. Skill in (4) use of adding machine; (5) operation of PC & related hardware & software (e.g., MS Word, Excel, Access, Outlook, OAKS*). Ability to (6) define fiscal problems; (7) collect data; (8) establish facts & draw valid conclusions; (9) prepare &/or edit technical fiscal reports & correspondence; (10) gather, collate & classify information about data, people or things; (11) handle routine & sensitive inquiries from management & customers. | |
| | 30 | Provides support in analysis & monitoring of program unit budget: records assets, revenues & expenses; extracts asset, revenue & expense data from accounting system & local output records; researches asset, revenue & disbursement issues pertaining to various program units; compiles data into reports as requested; conducts asset management recording & reporting. | Knowledge of 1, 3* Skill in 5 Ability to 7, 8, 9, 10, 11 | |
| | 20 | Provides A/P support in & back-up processing for related documents (e.g., RTPs/purchase orders, vouchers/invoices, change orders & Release & Permits): provides customer service & guidance to program units on travel requests, coding & compliance of travel requests, invoice approval & correct coding on RTPs & purchase orders; coordinates invoice processing with Office of State Services; resolves pay card issues; responds to vendors; provides back-up for check handling; other duties as assigned. | Knowledge of 1, 3* Skill in 5 Ability to 6, 7, 8, 10, 11 *developed after employment. | |
| | List Position Numbers & Job Titles of Positions Directly Supervised: | | SIGNATURE OF AGENCY REPRESENTATIVE  | DATE 1/22/15 |

apd 1-22-15 cl