

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

POSITION NUMBER 20005513	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
	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 14 PR 30 Page 1 of 2
	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 CODE TITLE Financial Analyst	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	40	Works under general direction of Department of Administrative Services (DAS), Administrative Support Division (ASD), Office of Finance, Business Management unit to examine, &/or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, & conformance to reporting & procedural standards; logs & reviews Agency Purchase Requests (APRs) for approval & processing (e.g., reviews for proper justification, proper purchasing method & compliance with state & federal guidelines, confirm supplier selection, accurate chartfield information, & where applicable, reviews state term schedules & contracts to ensure compliance & proper pricing); enters requisitions into Ohio Administrative Knowledge System (OAKS) financial (FIN) module & monitors all stages of requisition, including dispatch of requisition to purchase order; provides purchase order to supplier &/or program area; follows Office of Budget & Management's (OBMs) payment card policy & uses assigned payment card to make purchases (e.g., maintains payment card log, resolves payment card issues, verifies receipt of goods or services, maintains accurate records of requests & all supporting documentation); creates release & permit requests for Office of Information Technology's (OITs) Release & Permit system for approvals	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.	
40	Responsible for processing & logging Intra-State Transfer Voucher (ISTV) invoices provided in OAKS for Business Management unit; obtains division approvals for payment, analyzes & breaks down costs by program/work unit, identifies applicable purchase orders & line numbers & assigns funding source to costs being paid; prepares & submits pre-processing forms (PPF); reviews & processes procurement related subsidies (e.g., Electronic poll books); reviews documentation provided by counties for their purchase of electronic poll books, confirms reimbursement amount for creating warrant request, ensures warrant request is approved, sends fully executed Memorandum of Understanding (MOU) & warrant to county; coordinates invoice processing with DAS Fiscal & Ohio Shared Services (OSS) & obtains/provides approvals, where necessary; processes & tracks Certificates of Participation (COPs) & debt payments (e.g. obtains approvals, logs payment	Knowledge of 1, 3* Skill in 5 Ability to 6, 7, 8, 10, 11		
JOB CODE 66562	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 4/4/16	

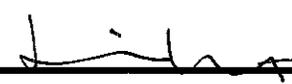
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			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Financial Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
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NORMAL WORKING HOURS (Explain unusual 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
	activity, completes PPF, submits PPF & supporting documentation to DAS Fiscal for processing, ensures timely payment has been made); processes & tracks Auditor of State (AOS) & Office of Internal Affairs (OIA) payments (e.g., obtains approvals, logs payment activity, completes PPF, submits PPF & supporting documentation to DAS Fiscal for processing, ensures timely payment has been made); creates & submits journal voucher corrections; creates & maintains logs associated with accounts payable; assists with year-end Statewide Cost Allocation Plan (SWCAP) & Generally Accepted Accounting Principles (GAAP) submission, including performing adjustments, preparing schedules & maintaining supporting records.	
15	Provides assistance & support in managing assets for DAS divisions that receive services through DAS Office of Finance, Business Management unit: participates in physical inventories of assets on biennial basis; reviews asset transactions for completeness & accuracy & provides guidance, where necessary; participates in review of reconciliation reports [e.g., reviews OAKS Accounts Payable (AP) to OAKS AM reconciliation files provided by DAS Asset Manager, investigates discrepancies]; completes spreadsheets & necessary schedules to document biennial physical inventory; assists in completion of annual SWCAP asset & depreciation requirements, or as needed; coordinates & assists DAS Asset Manager in preparing annual inventory certification.	Knowledge of 1, 3* Skill in 5 Ability to 6, 7, 8, 10, 11
5	Performs late payment fee research & feedback: provides customer service & guidance to program units, suppliers, Finance management; performs other duties & special projects, as requested.	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 4/4/16
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