

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 JOB CODE TITLE Financial Analyst JOB CODE 66562	<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 GSD 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 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	Works under general direction of Department of Administrative Services, Office of Finance, General Services Division (GSD) Business Manager to examine, &/or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, & conformance to reporting & procedural standards; 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 8/17/15

cpd 8/14/15