

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services/  
DAS101000

DIVISION OR INSTITUTION

UNIT OR OFFICE

COUNTY OF EMPLOYMENT

Administrative Support

Financial Reporting, Compliance & Asset Management

Franklin

POSITION NUMBER  
20005516

Reclassification

New Position

Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

College intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

SEE TABLE OF ORGANIZATION

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22  
PR 00  
Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m. TO: 5:00 p.m.

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Under the direction of the Compliance Manager, assists in the development, review, and preparation of financial reports in support of the agency Statewide Indirect Cost Allocation Plan (SWCAP), GAAP reporting package, annual asset inventory certification, and the preparation of financial statements. Creates various computer statistical reports, graphs, flowcharts, and narratives as needed. Drafts financial reports and statements using data from the OAKS system and puts them in Excel spreadsheets or databases. Analyzes and reviews database and spreadsheet reports and prepares revisions as required.	Knowledge of (1) Generally Accepted Accounting Principles (financial and cost accounting); (2) Generally Accepted Government Auditing Standards. Skill in (3) use and operation of personal computer, (4) use of standard business office software (e.g. Microsoft Office (Excel, Access, Word)), (5) calculating fractions, decimals, and percentages. Ability to (6) pay attention to detail; (7) follow instructions in written or oral form; (8) file & maintain records accurately; (9) apply principles to solve practical, everyday issues; (10) understand spreadsheet & database software; (11) use proper research methods to gather information.
30	Assists Financial Reporting, Compliance & Asset Management Staff in performing basic accounting, technical and administrative duties as required (e.g. accounting reconciliation of various OAKS reports, basic accounting review and evaluation procedures such as performing physical inventory and testing, tracing accounting/financial data from source documents to financial reports and schedules, detailed research on specific projects, proving mathematical accuracy of schedules and reports for SWCAP and GAAP submissions, maintaining tracking and monitoring spreadsheets to document external audit requests and responses, reviewing and tracking audit billings and ensuring processing for prompt payment, and other duties as assigned.)	Knowledge of 1, 2 Skill in 3, 4, 5 Ability to 6, 7, 8, 9, 10, 11  Major area of study: Preference/emphasis on Accounting, Information Systems, Finance or Economics  *Developed after employment.

JOB CODE TITLE  
College Intern

JOB CODE  
99940

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*[Handwritten Signature]*

7/16/14

*apd 7-16-14*