

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105720

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing & Mail Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005571

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Account Clerk Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:
Administrative

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 AM TO: 5:00 PM Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Supervises account clerks for State Printing & Mail Services: oversees & coordinates invoice payment activities & cost assessments, & performs fiscal analysis using PeopleSoft & Excel (e.g., creates vouchers & requisitions to facilitate invoice processing); conducts cost analysis on spoilage amounts, internal production vs. outsourcing costs, equipment costs & cost of operations; manages business & equipment budget for entire centralized operations totaling \$8 million; works in collaboration with & coordinates multiple fiscal activities with copy center manager, customer service manager & State Printing Administrator; ensures prompt pay compliance; oversees State Printing Internet Site (e.g., daily updates to bid, quote & award sites); answers complex &/or confidential correspondence; researches & resolves assigned policy & operational issues; plans, writes & implements unit goals; formulates & implements policies pertaining to fiscal operations of section & drafts written procedures; supervises accounting staff (e.g., prepares performance evaluations, interviews, hires & counsels employees).	Knowledge of (1) State accounting system (OAKS*); (2) accounting practices & procedures; (3) DAS & State Printing policies & procedures*; (4) business administration; (5) management; (6) supervision of accounting &/or fiscal staff; (7) cost analysis pertaining to production, print & mail inserting equipment; (8) budget management. Skill in (9) operation of personal computer & related software (e.g., MS Word, Excel, Access, Visio, Avanti*, OAKS FIN*) & Peoplesoft to create vouchers & requisitions. Ability to (10) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (11) understand & solve accounting problems; (12) apply principles to solve practical, everyday problems; (13) read, comprehend & record figures accurately; (14) communicate effectively in written & oral form; (15) prepare meaningful, concise & accurate reports; (16) analyze cost data for comparisons & projections; (17) manage large budget (e.g., \$8 million); (18) establish work unit goals & give direction to staff; (19) handle personnel issues as supervisor of work unit.
10	Establishes procedures to guide analysis of fiscal operations: plans, directs, & coordinates activities of accounting staff in examination of data.	Knowledge of 6, 7 Ability to 10, 12, 14, 16, 17, 18
15	Directs preparation of routine & special reports (e.g., Bid Cost Savings, Production Costs, Equipment Costs, Cost-Per-Copy, Spoilage); provides technical advice on cost analysis & fiscal allocation to aid Administrator in decision-making; recommends changes to internal operations, policies & procedures based on analyses conducted.	Knowledge of 1*, 2, 3*, 7 Skill in 9 Ability to 10, 12, 13, 14, 15, 16, 17

JOB CODE TITLE
Account Clerk Supervisor

JOB CODE
16515

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

Jeffrey Westhoven/ce

DATE

1/7/13

apl 1-15-13 cel

