

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	<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 Operations Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005570 (13000.0) State Printing Administrator	
	<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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00AM TO: 5:00PM Report in location subject to change			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
60	Serves as agency manager for State Printing & Mail Services over fiscal operations: manages & 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		
List Position Numbers & Job Titles of Positions Directly Supervised: 20005572 Account Clerk 3 20005574 Account Clerk 3 20005585 Account Clerk 3		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonen/ae</i>	DATE 11/7/10	

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