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| POSITION DESCRIPTION | | AGENCY/DEPT ID DAS105730 |
| DIVISION OR INSTITUTION General Services Division | UNIT OR OFFICE State Printing & Mail Services | COUNTY OF EMPLOYMENT Franklin |

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| POSITION NUMBER 20005572 | <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 Account Clerk 3 | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005571 Management Analyst Supervisor 1 |
| | <input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt | Bargaining Unit 09 |
| | <input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input type="checkbox"/> Essential | If FLSA Exempt, exemption type: Page 1 of 2 |
| NORMAL WORKING HOURS (Explain unusual or rotating shift): Part-time FROM: 7:30 a.m. TO: 4:30 p.m. | | |

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
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| 55 | Maintains complex State Printing budget accounts on Ohio Administrative Knowledge System (OAKS); prepares detailed encumbering & payment documentation; enters account data into OAKS; reviews & analyzes invoices to ensure accuracy, proof of delivery & compliance with terms/conditions of state term contract & technical accuracy as specified by State Printing; compares amounts billed against purchase orders & state term contracts; verifies spending limits; creates requisition in OAKS; recommends approval or disapproval of invoices (e.g., returns disapproved invoices to vendors for correction; resolves any job questions with vendors); maintains computer files (e.g., using personal computer & MS Word, Excel) & hard copy filing systems for all documents processed; acts as initial customer service contact (e.g., receive, investigate, research &/or resolve issues); presents at user group meetings. | Knowledge of (1) State accounting system (OAKS);* (2) accounting practices & procedures; (3) agency policies & procedures* Skill in (4) operation of a personal computer & related software (e.g., Microsoft Office Suite, Excel, Avanti*); (5) operation of calculator, telephone, copier & fax machine. Ability to (6) carry out detailed but basic written or oral instructions; (7) understand & solve accounting problems; (8) apply principles to solve practical, everyday problems; (9) count, do basic addition & subtraction; (10) read, comprehend & record figures accurately; (11) copy materials accurately & recognize grammatical & spelling errors; (12) prepare meaningful, concise & accurate reports; (13) work alone on most tasks; (14) ask probing & close-ended questions to gain specific information; (15) listen actively to customer issues; (16) define problem & offer appropriate resolution; (17) provide courteous & friendly customer service; (18) speak in public meetings & in front of groups. |
| 15 | Maintains records of voucher activity: contacts State Accounting/OBM to resolve OAKS issues; uses personal computer & related software/applications (e.g., OAKS, MS Word, Excel) to enter approved invoices into OAKS; records data entry on posting sheets in Excel; updates invoice history into job tracking system; maintains suspense files on all incoming invoices & jobs in process & creates correspondence as necessary. | Knowledge of 1*, 2, 3.* Skill in 4, 5. Ability to 7, 9, 10, 11, 12, 13. *developed after employment. |

Apt 4-9-10 (aw)

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|-------------------|--|--|------------------------|
| JOB CODE 16513 | List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/a</i> | DATE 4/9/10 |
| | (Empty space for list) | (Empty space for signature) | (Empty space for date) |

