

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
State Printing

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Account Clerk 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005571 Management Analyst Supervisor 1

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
7:30 a.m. – 4:30 p.m. Part-Time

Page 1 of 2

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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.	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.
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

POSITION NUMBER  
20005574

JOB CODE TITLE  
Account Clerk 3

JOB CODE  
16513

apcl 10-29-08 ck

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhorne/ce*

*10/21/08*

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
State Printing

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Account Clerk 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005571 Management Analyst Supervisor 1

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
7:30 a.m. - 4:30 p.m. Part-Time

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
---	-----------------------------------	------------------------------------

15	Prepares monthly financial/management & budgetary reports: compiles, organizes & manipulates data for reports that detail disbursements, allotments & cash balances; analyzes & reviews data compilations to determine accuracy & consistency of system balances; maintains appropriate archives of reports in print & computer media.	Knowledge of 1*, 2, 3.* Skill in 4. Ability to 7, 11, 12, 13.
----	--	---

15	Performs problem solving duties: contacts fiscal officers to resolve problems in OAKS coding; responds to customer service requests; performs other job related activities as assigned.	Knowledge of 1.* Skill in 4. Ability to 7, 9, 10.
----	---	---

\*developed after employment

POSITION NUMBER  
20005574

JOB CODE TITLE  
Account Clerk 3

JOB CODE  
16513

2008-10-24

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven*

10/21/08