

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing & Mail Services

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.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	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 contracts in OAKS; creates, re-creates & cancels requisitions in OAKS; dispatches purchase orders 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) Ohio Administrative Knowledge 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.
30	Handles account functions for Cost-per-Copy (CPC) program: establishes new customers in billing system, maintains files for each CPC customer; faxes CPC orders to state agency customers & vendors; enters all information for CPC billing purposes in Avanti system; verifies correct invoices; reviews quarterly invoices from contractors to ensure production volume for each machine is correctly billed & approves invoices for payment; properly documents monthly production volumes in State Printing's agency billing system & ensures ISTV's are processed for volume used on each machine; returns invoices for corrections for CPC program; maintains database with detailed information for each CPC placement; resolves customer billing inquiries; creates adjusted invoices as necessary.	Knowledge of 1*, 2, 3.* Skill in 4, 5. Ability to 6, 7, 9, 10, 11, 12, 13. *developed after employment

POSITION NUMBER
20005585

JOB CODE TITLE
Account Clerk 3

JOB CODE
16513

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Weatherwax

12/29/09

apok 1-4-10 ok

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25	Keeps 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.
5	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.

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