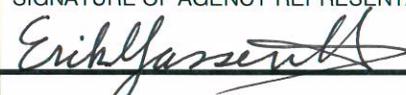


POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005585	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>									
	USUAL WORKING TITLE OF POSITION Financial Associate		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization									
	<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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 2								
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 am TO: 4:30 pm Report to location & work hours subject to change.											
JOB DESCRIPTION AND WORKER CHARACTERISTICS												
<table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td>50</td> <td>Prepares, compiles & verifies statistical, financial, accounting or auditing data, reports & tables related to accounts payable & accounts receivable &/or perform payroll activities: 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.</td> <td> 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. </td> </tr> <tr> <td>35</td> <td>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.</td> <td> Knowledge of 1*, 2, 3* Skill in 4, 5 Ability to 7, 9, 10, 11, 12, 13 * Developed after employment </td> </tr> </tbody> </table>				%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	50	Prepares, compiles & verifies statistical, financial, accounting or auditing data, reports & tables related to accounts payable & accounts receivable &/or perform payroll activities: 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.	35	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
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JOB CODE TITLE Financial Associate	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 									
JOB CODE 66561			DATE 7/10/15									

Apd 7-10-15 (ca)

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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		
JOB CODE 66561	JOB CODE TITLE Financial Associate	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/10/15

Appd 7-10-15 (cc)