100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105730

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Printing & Mail Services	Franklin

POSITION NUMBER 20005588

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Account Clerk 3

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

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 09

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:30 p.m.

JOB CODE TITLE: Account Clerk 3

JOB CODE: 16513

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
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.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/cc

DATE: 1/5/11

Appd 1-5-11

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Bargaining Unit 09

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:30 p.m.

JOB CODE TITLE Account Clerk 3

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
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 by telephone & email; performs other job related activities as assigned.	Knowledge of 1.* Skill in 4. Ability to 7, 9, 10, 15, 16, 17
		*developed after employment.

JOB CODE 16513

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/cc

DATE: 1/5/11

Appd 1-5-11 (ay)