

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services/  
DAS101000

DIVISION OR INSTITUTION  
Administrative Support

UNIT OR OFFICE  
Business Management

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005808

Reclassification       New Position       Update      Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
GSD Fiscal Specialist 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
See Table of Organization

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt  
If FLSA Exempt, exemption type:

Bargaining Unit 14  
Page 1 of 1

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

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
80	Works under general direction of the Department of Administrative Services, Office of Finance, General Services Division (GSD) Business Manager to coordinate, monitor & perform variety of fiscal management & control activities: reviews and evaluates agency purchase requests (APRs) for supplies, equipment and personal services and/or completes APRs for program offices; verifies all information is correct on all purchasing documents (e.g. verifies financial coding, vendor information & contract information, ensures all necessary forms are completed; verifies vendor threshold levels in OAKS, checks Auditor's website to ensure no vendor issues); receives, logs, forwards and tracks all APRs and/or PSCs through the approval process; enters the APR data into a tracking system and maintains it; reviews state term schedules and contracts, contacts state term vendors for requests for quotes, assists with vendor research, solicits telephone bids, prepares files and assists in comparing quotes; verifies receipt of goods and services; reviews all invoices for accuracy against existing purchase orders, ensures invoice approvals, purchases office supplies for GSD program units, as needed; provides back-up support for creation of requisitions.	Knowledge of (1) state & agency procurement practices & laws*; (2) accounting principles & practices; (3) applicable state & federal laws, rules, procedures & standards governing fiscal oversight*; (4) business administration; (5) agency policies & procedures*; (6) PeopleSoft web-based application (e.g., FIN); (7) fiscal reporting; (8) fiscal management; (9) OAKS BI module*. Skill in (10) operation of a personal computer and associated software (e.g. MS Excel with experience using pivot tables, sorting and sub-totaling data, and creating complex formulas). Ability to (11) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (12) prepare meaningful, concise & accurate reports; (13) communicate effectively, both verbally & in writing; (14) prioritize work & meet deadlines; (15) maintain procedures for timely processing of procurement requests & accurate fiscal reporting; (16) provide excellent customer service.
20	Assists with special projects, audit request support, late payment fee research, SWCAP entries and GAAP schedules, and open purchase order anomalies; provides research support in OAKS on purchasing related issues; inputs billing unit data into GSD revenue report; provides reports as requested; performs administrative duties as requested; supports the Business Management team as needed; and performs other work as assigned.	Knowledge of 1, 2*, 3*, 4, 5*, 6*, 7, 8, 9* Skill in 10 Ability to 11, 12, 13, 14, 15, 16

\*developed after employment.

JOB CODE TITLE  
Fiscal Specialist 1

JOB CODE  
66531

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Li WT*

3/6/15

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