

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005818 JOB TITLE Financial Analyst Supervisor JOB CODE 66566 <i>App'd 4-22-16</i>	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Business Management Procure-to-Pay Supervisor		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	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 PR 14 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	15	Oversees Controlling Board (CB) waiver functions for assigned divisions (e.g., preparation & submission of requests, ensures divisions are in compliance with CB policies & procedures, monitors progress of division CB submissions & coordinates representation at CB hearings, & provides guidance to divisions on CB issues): acts as primary division contact for personal service contract administration (e.g., adherence to laws, rules & guidelines, routed properly through agency approval process); reviews & authorizes assigned divisions' personal service contract requests to determine cost impact on budgets & monitors contract approval workflow.	Knowledge of 1, 2, 3*, 4*, 5 Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19	
	10	Formulates & implements policies & procedures for improved operational & divisional procurement processes & workflows: makes recommendations, as necessary, in regard to improvements in procurement processes & workflows; reviews internal controls & administrative efficiency to ensure sound fiscal accountability & compliance with Generally Accepted Accounting Principles (GAAP).	Knowledge of 1, 2, 3*, 4*, 5 Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/22/16