100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS102310

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Finance	Franklin

POSITION NUMBER 20005820

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Fiscal Specialist 2	20005885 Fiscal Officer 3

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 pm

JOB TITLE Fiscal Specialist 2

JOB CODE 66532 APD 1-26-10 WD

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Prepares &distributes monthly financial statements for management review (HRD & DAS) for the Accrued Leave Fund, Disability Leave Fund, Health Benefits Fund, Dependent Care Fund, Group Life Insurance Fund, Parental Leave Fund, Health Care Spending Fund, Cost Savings Days Fund, Workforce Development Fund, Employee Educational Assistance Fund, Benefits Communication Surcharge & Professional Development Fund (e.g., evaluates financial information presented & compares against budget; notes variances between accounting records & general ledger; makes projections of year end balances & interprets results; receives monthly management reports from third party administrators), notifies supervisor & staff of accounting reviews or adjustments that are necessary; performs monthly reconciliation of payroll checkoff accounts, monthly savings bond activity, payroll EFT bank statements, &/or other payroll related activities; performs bi-weekly upload of changes in employee payroll status for computer loans for Workforce Development Program.	Knowledge of (1) budgeting, (2) bookkeeping, (3) office practices & procedures; (4) agency policies & procedures*; (5) accounting practices & procedures; Skill in (6) use of personal computer & related hardware & software (e.g., Microsoft Word); (7) use of state-licensed office systems, (e.g., Ohio Administrative Knowledge System – Human Capital Management & Finance modules* & spreadsheets); Ability to (8) define problems, collect data, establish facts and draw raw conclusions, (9) count and do basic addition & subtraction, (10) read and record figures accurately, (11) comprehend & record figures accurately, (12) add, subtract, multiply & divide whole numbers, (13) calculate fractions, decimals & percentages, (14) use statistical analysis, (15) prepare meaningful, concise and accurate reports,(16) develop complex reports and position papers. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		1-20-10

100-000U

POSITION DESCRIPTION

		AGENCY/DEPT ID Administrative Services DAS102310
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005820

JOB TITLE Fiscal Specialist 2

JOB CODE 66532

APD 1-26-10

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
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☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Compiles reports for analysis of revenue for HR Operating Fund, Workforce Development Fund & Professional Development Fund. Reconciles accounting for HRD operating funds and completes assigned schedules relative to Generally Accepted Accounting Principles (GAAP) program for all Division Funds. Summarizes historical data & verifies whether proper rules & policies are adhered to. Provides information or feedback on accounting data for Statewide Cost Allocation Plan (SWCAP). Assists Benefits Administration with accounting and information needs. Works with supervisor, staff, and external consultants in state audits and completion of annual actuarial valuation for Health Benefit and Disability Leave Benefit Programs.	Knowledge of 1, 2, 3, 4*, 5; Skill in 6, 7; Ability to 8, 9, 10, 11, 12, 13, 14, 15, 16.
5	Works on special projects & other duties as assigned by supervisor and/or Assistant Business Manager . Responds promptly to telephone calls/messages & other customer service requests; files information/data on current events; attends any required training to keep abreast of changes in policies & procedures; and attends Business Office staff meetings	Knowledge of 1, 2, 3, 4*, 5, (16) public relations, (17) human relations; Skill in 6, 7; Ability to 8, 9, 10, 11, 12, 13, 14, 15, 16. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		1-20-10