

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Pay Fiscal	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005820 JOB TITLE Senior Financial Analyst JOB CODE 66563 <i>April 8, 7, 15 AC</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		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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 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	
	30	Compiles reports for analysis of revenue; completes assigned schedules relative to 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 SWCAP; assists Benefits Administration with accounting & information needs; assists supervisor, staff & external consultants in state audits & completion of annual actuarial valuation for Health Benefit & 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; 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; attends 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 <i>Kevin M. Mulstead</i>	DATE 8/7/15