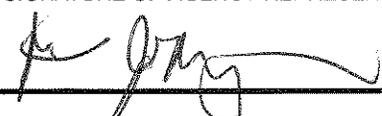


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS301200
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER <b>20005824</b>	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
				Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Account Clerk Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005885     Fiscal Officer 3	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit  Page 1 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
60	<p>Supervises (i.e. provides work direction &amp; training) account clerks engaged in purchasing, accounts payable, revenue processing, accounting &amp; financial reporting duties for all Human Resources Operating Funds (e.g. 125, , Exempt Professional Development Fund, Employee Educational Development Fund, &amp; general revenue fund); coordinates, monitors &amp; performs a variety of fiscal management &amp; control activities for Human Resources Division (HRD); assists programs with products or vendor search activities, reviews purchase requests &amp; ensures that purchases are justified by programs with supporting documentation &amp; are completed timely to support program needs; utilizes automated accounting systems [e.g., Ohio Administrative Knowledge System (OAKS), spreadsheets &amp; databases] &amp; manual systems to review availability of funds; oversees fiscal processing; authorizes obligations &amp; issues encumbrances in accordance with state &amp; HRD guidelines; ensures proper coding of encumbrance documents (e.g. purchase orders, vouchers, revenue deposits &amp; printing orders) with proper chart field &amp; account codes, including United Nations Standard Products &amp; Services Codes (UNSPSC) categories, item code (if applicable) &amp; vendor information; conducts review of encumbrance documents pending manager's review &amp;/or approval; assists staff in, &amp;/or, resolves problem transaction document issues by investigating issues &amp; working with OBM, vendors or other areas/divisions to determine solution; oversees creation &amp; maintenance of encumbrance, printing, accounts payable &amp; revenue logs; approves vouchers &amp; oversees completion of weekly &amp; month-end review of fiscal transactions, including generation of reports &amp; queries for budget exceptions, match errors, transactions that exceed threshold, transactions denied &amp; transactions pending OBM approval; analyzes transaction processing timeliness &amp; ensures that electronic data interface (EDI) payment card, ISTV &amp; state vendor transactions are paid within OBM &amp; Department of Administrative Services (DAS) timelines for payment processing; ensures maintenance of invoice monitoring &amp; filing systems to support payment process.</p>	<p>Knowledge of: (1) accounting, (2) agency policies &amp; procedures*; (3) applicable state &amp;/or federal laws, rules, procedures &amp; standards governing fiscal &amp;/or budgetary operations, purchasing &amp; accounting*; (4) supervisory principles.</p> <p>Skill in: (5) operation of personal computer &amp; associated software (e.g., word processing, spread sheets, internet, OAKS).</p> <p>Ability to: (6) define problems, collect data, establish facts &amp; draw valid conclusions, (7) calculate fractions, decimals &amp; percentages, (8) maintain accurate records, (9) prepare meaningful, concise &amp; accurate reports, (10) gather, collate &amp; classify information about data, people or things, (11) work alone on most tasks, (12) automated accounting system, (13) read &amp; record figures accurately; (14) establish friendly atmosphere as supervisor.</p>

JOB CODE <b>16515</b>	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
			1-20-2008

JOB CODE TITLE  
Account Clerk Supervisor  
  
16515    *APD 16515 3/5/08*

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
DAS301200

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
Business Office

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005824

Reclassification       New Position       Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Account Clerk Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005885      Fiscal Officer 3

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible       Exempt

Bargaining Unit

If FLSA Exempt, exemption type:

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 CODE TITLE  
Account Clerk Supervisor

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Performs operational support duties for Business Office & HRD: ensures sufficient supplies are on hand; orders stocks & issues supplies for division; maintains supply inventories at HRD facilities; completes HRD payment & airfare credit card transactions & ensures all purchases are in accordance with state & HRD guidelines; prepares & updates credit card log; collects, analyzes & prepares financial reports at direction of supervisor &/or assistant Business Office manager; maintains HRD's equipment maintenance tickler file; maintains log of HRD software inventory; orders & distributes division keys for offices & cubicles; reviews out of state travel requests for correct rates & calculations.	Knowledge of: 1, 2*, 3, (15) inventory control. Skill in: 5. Ability to: 6, 7, 9.
15	Performs other duties as assigned by supervisor &/or assistant Business Office manager; assists manager in Internal Control audits; (e.g., oversees document selection, prepares reports, reviews documents for accuracy & proper protocol); prepares summaries of results of review for internal control audits; evaluates policies & procedures & makes recommendations to ensure effective operation of account clerk activities; assists in updating policies & procedures; responds promptly to customer inquiries; works on special administrative & financial projects as assigned. (Internal Control Audits, GAAP, SWCAP & special requests).	Knowledge of: 1, 2*, 3, 4. Skill in: 5. Ability to: 6, 7, 8, 9, 10, 11, 12, 13, 14.  *developed after employment

JOB CODE  
16515

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE