

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Business Office – PAY Fiscal Services

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION: Fiscal Specialist POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005869 (23300.0) Management Analyst Supv. 2

NORMAL WORKING HOURS (Explain unusual or rotating shift): 8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

POSITION NUMBER
20005858 (23114.0)

JOB CODE TITLE
Fiscal Specialist I

JOB CODE
66531

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Coordinates, monitors & performs fiscal management for the Department of Administrative Services (DAS), Human Resources Division (HRD), Human Capital Management (HCM) Support, Accounts Payable Unit; assists in reconciling payroll vendor payments from Human Capital Management (HCM) to finance for four different pay cycles to verify vendor payments; creates new vendors in PeopleSoft with vendor & banking information; reconcile Fund 124 to general ledger; processes special payments to the four retirement systems for transfers between retirement systems & supplemental payments for employee settlements; posts deductions & reconciles payment report for purchase of retirement service credits; validate information sent to retirement systems; process annual report for State Teachers Retirement System; query, validate and bill retirement systems for refunds for each pay cycle; coordinates with Ohio Administrative Knowledge System (OAKS) batch team the creation & reconciliation of data files that are sent to all retirement systems.	Knowledge of: (1) business administration, (2) office practices & procedures, (3) public relations, (4) government structure & process*, (5) payroll accounting, (6) state & federal laws, rules, procedures & standards governing fiscal & budgetary operations & accounting*, (7) PeopleSoft (e.g., OAKS HCM & FIN Modules), (8) query generation in Cognos or PS Query Skill in (9) operation of a personal computer & related software (e.g., MS Word, Excel, Access & accounting applications (e.g., PeopleSoft). Ability to: (10) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (11) prepare &/or edit fiscal reports, records, reports &/or correspondence; (12) gather, collate & classify information about date, people or things, (13) handle routine & sensitive inquiries from & contacts with officials & general public.
20	Reviews & corrects quarterly wage & adjustment reports; adjust employee &/or employer deductions as required; validates & runs PS Query & Cognos to produce reports for vendors & reconciling purposes; processes tax forms (e.g., IRS Form 941); responds to inquires from vendors & internal auditors; coordinates receipt & validates documentation; processes payments to retirement systems; reconciles employee & agency shares of PERS refunds; accounts for receipts & disbursement of all funds.	Knowledge of: 1, 2, 3, 4*, 5, 6, 7, 8. Skill in: 9. Ability to: 10, 11, 12, 13.

*developed after employment

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



11-3-08



POSITION DESCRIPTION

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Fiscal Specialist

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20005869 (23300.0) Management Analyst Supv. 2

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8:00 a.m. - 5:00 p.m.

Page 2 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Prepares single payment vouchers to vendors; performs other related payroll accounting functions; requests funds & posts supplemental retirement to payroll; receives, logs, copies & deposits all health insurance direct pays & reimbursements from vendors; deposits & reissues payments to employee, vendors & courts; creates & solves help desk tickets; runs vendor reports & mails to vendor.	Knowledge of: 1, 2, 3, 4*, 5, 6. Skills in: 9.. Ability to: 10, 11, 12, 13. <u>Position Specific Minimum Qualifications</u> 6 mos. exp. in Payroll 6 mos. exp. in PeopleSoft HCM Functions *developed after employment

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11-3-08