100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS301100

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
HRD	PAY Fiscal Services	Franklin

POSITION NUMBER 20005858

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Fiscal Specialist

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005869 Fiscal Officer 3

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

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

JOB TITLE: Fiscal Specialist 2

JOB CODE: 66532

Appd 8/5/11 BMO

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
90	Works under general direction of the Department of Administrative Services (DAS), Human Resources Division, PAY Fiscal Services in preparing & analyzing various financial statements, statistical & accounting reports for PAY agency funds (e.g. Fund 808 Healthcare, 807 Disability, 806 Personal Leave, 1240 Retirement systems) utilizing complex Ohio Administrative Knowledge System (OAKS) data, accounting transactions which support PAY agency expenditures & revenues & various OAKS generated reports: to ensure accuracy, consistency & credibility of PAY agency financial information; prepares GAAP & SWCAP schedules & other monthly, quarterly & annual reports for PAY funds; monitors PAY & DAS encumbrance reports to exercise control of payment requests on established purchase orders; assists in audit requests (e.g., internal, external & federal); conducts routine, detailed analysis of various payroll deductions & deposits; researches changes in reporting mechanisms, forms, rules & regulations to determine impact on payments to the state's retirement systems, health plans & other HR vendors; reviews Internal Revenue Service (IRS) regulatory changes impacting the reporting of the Consolidated Omnibus Budget Reconciliation Act (COBRA) subsidy credits on the state's quarterly 941's; analyzes & reconciles COBRA revenue data to plan administrator's detail; conducts research & analysis to provide accounting process recommendations to PAY agency management; reviews & authorizes agency initiated employee settlements for payment to the retirement system; collaborates with payroll, benefits administration & application & reporting staff on various projects, provides customer service & resolution of outstanding issues; assists & shares information with co-workers as needed; maintains thorough records, work papers and actions taken.	Knowledge of: (1) business &/or public administration; (2) accounting principles & practices; (3) applicable state & Federal laws, rules & regulations governing fiscal operations (e.g., payroll withholding, remittance & reporting); (4) retirement system &: other employee benefit design & policy*; (5) PeopleSoft web-based application (e.g., FIN); (6) agency policies &: procedures*. Skill in: (7) use of personal computer & related hardware & software (e.g., MS Office, Excel, Access & accounting applications (e.g., PeopleSoft); (8) use of calculator. Ability to: (9) define problems, collect data, establish facts, draw valid conclusions & initiate solutions with a sense of urgency; (10) deal with a variety of variables in somewhat unfamiliar context; (11) use proper research methods to gather collate & classify information; (12) handle sensitive inquiries from &: contacts with employees, agency officials & general public *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Brenda Gilbertson

DATE: 8/5/11

100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS301100

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
HRD	PAY Fiscal Services	Franklin

POSITION NUMBER 20005858

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Fiscal Specialist	20005869 Fiscal Officer 3

☒ 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 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Processes deduction requests from the state's retirement systems for employees purchasing service credits; prepares single payment vouchers for PAY vendors; performs other related duties & projects as assigned (e.g., responds to both oral and written communication; develops reports & correspondence); participates in conferences, staff meetings, work groups & training courses.	Knowledge of: 1, 2, 3, 4*, 5, 6*. Skill in: 7 Ability to: 8, 9, 10, 11,12; (13) prepare accurate & concise reports & communications. *developed after employment

JOB TITLE Fiscal Specialist 2

Appd 8/5/11 BMD

JOB CODE 66532

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Brenda Schulstad	8/5/11