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| <b>POSITION DESCRIPTION</b>                |  | AGENCY/DEPT ID<br>Department of Administrative Services<br>DAS302280 |
| DIVISION OR INSTITUTION<br>Human Resources | UNIT OR OFFICE<br>HCM & Agency HR Support<br>Pay Fiscal Services | COUNTY OF EMPLOYMENT<br>Franklin                                     |

|   |   |   |   |                                    |
|---|---|---|---|------------------------------------|
| POSITION NUMBER<br>20005869<br><br>JOB TITLE<br>Fiscal Officer 2<br><br>JOB CODE<br>Appd 41110 BMO<br>66536 | <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<br>Pay Fiscal Services Manager  |   | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR<br>20005945 Human Capital Management Administrator 2                       |                                    |
|   | <input checked="" type="checkbox"/> Permanent<br><input type="checkbox"/> Temporary<br><input type="checkbox"/> Intermittent  | <input checked="" type="checkbox"/> Classified<br><input type="checkbox"/> Unclassified | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit<br><br>Page 1 of 2 |
|   | NORMAL WORKING HOURS (Explain unusual or rotating shift):<br>FROM: 8:00 a.m. TO: 5:00 p.m.  |   |   |                                    |

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

| %  | Job Duties in Order of Importance  | Knowledge, Skills & Abilities   |
|----|--|---|
| 50 | Manages the Pay Fiscal Services Unit within the HCM & Agency HR Support unit, responsible for preparing & processing receipt & disbursement of funds, ensuring reliability of fiscal accounting; recommends & implements modifications & new procedures as required to correct problems, achieve greater efficiencies & act in response to new requirements of fiscal accountability; supervises & coordinates fiscal activities of unit including performing database management & activities, purchasing, accounting, accounts payable & receivables support; approves purchase orders for encumbering funds that involve state contracts & controlling board waivers; oversees processing of daily payments to health insurance vendors; completion of direct journal deposits for pay funds, execution of queries for Intrastate Transfer Vouchers (ISTV) breakdowns in PeopleSoft FIN & preparation & processing of receipts & disbursement of Fund 124 & Pay Agency funds; reconciles fiscal transactions to general ledger; monitors deduction code balances in accounting ledger & reconciles any accounts with unexplained balances; oversees completion of monthly reports that reconcile revenue & disbursements for Fund 124 & Pay Agency Funds; assigns staff to meet with new vendors & Human Resource Division (HRD) contract managers on vendor banking information & requirements; develops strategies in response to internal & external initiatives & requirements; assists with division, agency & statewide financial reporting projects including Statewide Cost Allocation Programs (SWCAP), Generally Accepted Accounting Principles (GAAP) & the Internal Accounting Program; serves as agency & statewide vendor contact providing expert advice on how to manage & set up programs that comply with polices & procedures (e.g., cities, other states, federal government, counties, insurance companies & bargaining unions). | Knowledge of: (1) Generally Accepted Accounting Principles (GAAP); (2) payroll accounting; (3) office practices & procedures; (4) public relations; (5) government structure & process*; (6) supervisory principles.<br>Skill in: (7) operation of a personal computer & related software (e.g., MS word, Excel, Access & accounting applications (e.g., PeopleSoft)).<br>Ability to: (8) define problems, collect data, establish facts, draw valid conclusion & initiate solutions; (9) deal with a variety of variables in somewhat unfamiliar context; (10) use proper research methods to gather, collate & classify information; (11) handle sensitive inquiries from & contacts with officials & general public; (12) establish friendly atmosphere as supervisor. |
|    |  | *developed after employment   |

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| List Position Numbers & Job Titles of Positions Directly Supervised:<br>Fiscal Specialist 1: 20005858; 20005870; 20005873; 20005876<br>Fiscal Specialist 2: 20005820<br>State Payroll Specialist 2: 20005874 | SIGNATURE OF AGENCY REPRESENTATIVE<br> | DATE<br>4/1/10 |
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