100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301100

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Pay Fiscal Services	Franklin

POSITION NUMBER 20005869

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Pay Fiscal Services Manager	20005815 Business Transformation Program Manager

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

Page 1 of 3

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

JOB TITLE Fiscal Officer 3

JOB CODE 66537

Appd 6/1/11 BMS

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Manages the Pay Fiscal Services Unit within the Human Resources Division (HRD), responsible for preparing & processing receipt & disbursement of funds, ensuring reliability of fiscal accounting for payroll deductions from agency funds; recommends & implements modifications & new procedures as required to correct problems, achieve greater efficiencies & act in response to new requirements of fiscal accountability for statewide payroll operations; 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. Skill in: (7) operation of a personal computer & related software (e.g., MS word, Excel, Access & accounting applications (e.g., PeopleSoft). 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

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
Fiscal Specialist 1: 20005858; 20005870; 20005873; 20005876 Fiscal Specialist 2: 20005820 State Payroll Specialist 2: 20005874	Brenda J. Sarkander	6/1/11

100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301100

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Pay Fiscal Services	Franklin

POSITION NUMBER 20005869

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Pay Fiscal Services Manager	20005815 Business Transformation Program Manager

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

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

JOB TITLE Fiscal Officer 3

JOB CODE 66537

Appd 6/1/11 BMO

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Manages the statewide Social Security Administration (SSA) 218 agreement; maintains & administers the provision of the SSA 218 agreement; provides SSA with notice & evidence of legal dissolution of covered state or political subdivisions; maintains custody of the 218 agreement & any modifications; works with SSA & the Internal Revenue Service (IRS) to address coverage & taxation questions related to 218 agreement & any modifications; provides information, education & training to agencies on provisions of SSA 218; manages statewide retirement plans; oversees reconciliation, transmittal & payment activity for Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) Highway Patrol Retirement System (HPRS) & Law Enforcement Retirement System (LERS); oversees preparation of correspondence & spreadsheets to allocate funds correctly; trains employees in use of PERS systems; oversees requests for funds & posting of supplemental retirement to payroll; coordinates receipt & validates documentation of supplemental retirement; oversees processing of payments to retirement systems & retirement system transfers & reconciliation of agency shares of PERS refunds; oversees posting of deductions & reconciliation of payment report for purchase to retirement service credit, including updates & corrections of files; supervises filing of quarterly, annual & correction of: 941 reports, IT 941 report, school district income tax reports, out of state tax payments & other tax reports as identified; oversees reconciliation & reporting activities for unit participation in W-2 reporting process, including accounting for receipts & disbursement of all funds; performs other related payroll accounting functions: trains new employees in PeopleSoft FIN module, receipt, disbursement, & accounting for Fund 124 & Pay agency funds; develops training & monitors completed work of staff to ensure timely completion of tasks; ensures accuracy & consistency of staff work with established policies, procedures & guidelines; initiates & responds to Customer Relationship Management (CRM) tickets for the Pay Fiscal Services Unit.	Knowledge of: 1; 2; 3; 4; 5*; 6. Skills in: 7. Ability to: 8; 9; 10; 11; 12. developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:
Fiscal Specialist 1: 20005858; 20005870; 20005873; 20005876
Fiscal Specialist 2: 20005820
State Payroll Specialist 2: 20005874

SIGNATURE OF AGENCY REPRESENTATIVE	DATE
Brenda T. Johnston	6/1/11

100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301100

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Pay Fiscal Services	Franklin

POSITION NUMBER 20005869

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Pay Fiscal Services Manager	20005815 Business Transformation Program Manager

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Interviews applicants & recommends staff for hire; completes performance evaluations; develops training & monitors completed work of staff; develops & implements effective methods of communication & customer service program delivery; operates personal computer to edit, enter &/or verify data; represents Administrator at meetings & assumes responsibility in Administrator's absence; performs other duties related to Pay Fiscal Services communications & customer service as assigned.	Knowledge of: 3; 4; 5*; 6. Skills in: 7. Ability to: 8; 9; 10; 11; 12. *developed after employment

JOB TITLE Fiscal Officer 3

JOB CODE 66537

Appd 6/1/11 BMR

List Position Numbers & Job Titles of Positions Directly Supervised:
Fiscal Specialist 1: 20005858; 20005870; 20005873; 20005876
Fiscal Specialist 2: 20005820
State Payroll Specialist 2: 20005874

SIGNATURE OF AGENCY REPRESENTATIVE: Bernd Richardson

DATE: 6/1/11