

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS102310
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005869 (23300.0)	<input 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 Pay Fiscal Services Manager		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	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
50	Plans & directs the management evaluation & monitoring system for the Pay Fiscal Services Unit within the Business Office Section: 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 & responds 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; oversees completion of direct journal deposits for pay funds, executes queries for Intrastate Transfer Vouchers (ISTV) breakdowns in PeopleSoft FIN & preparation & processing of receipts & disbursement of Fund 124 & Pay Agency funds; oversees reconciliation of 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 regarding 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 policies & procedures (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

POSITION NUMBER  
20005869 (23300.0)

JOB TITLE  
Management Analyst Supervisor 2

JOB CODE  
63216  
APP 1-26-10 WMS

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

SIGNATURE OF AGENCY REPRESENTATIVE  


DATE  
1-19-10

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DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005869 (23300.0)           JOB TITLE Management Analyst Supervisor 2           JOB CODE APD 1-26-10 63216	<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 Pay Fiscal Services Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005885 Fiscal Officer 3		
	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent		Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:		Bargaining Unit
					Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8 a.m.     TO: 5:00 p.m.				
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
	40	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.		
	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.  Position is overtime exempt	Knowledge of: 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 State Payroll Specialist 2: 20005874		SIGNATURE OF AGENCY REPRESENTATIVE		DATE
				1-19-10	