

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS302280
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Business Office/Pay Fiscal Services	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 (23400.0) 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.				

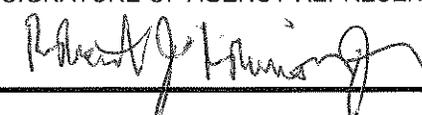
JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	<p>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 & 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; oversees 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; 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 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 policies & procedures (cities, other states, federal government, counties, insurance companies & bargaining unions).</p>	<p>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.</p> <p align="right">*developed after employment</p>

NAD 2-24-09


JOB CODE
63216

JOB TITLE
Management Analyst Supervisor 2

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 2-10-09
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