100-000U

# POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301100

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| Human Resources | HCM & Agency HR Support/PAY Fiscal | Franklin |

POSITION NUMBER 20005870

JOB TITLE Fiscal Specialist 1

JOB CODE 66531

Appd 4/22/11 BMO

☐ 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 2 |

| | | | |
|---|---|---|---|
| ☒ Permanent<br>☐ Temporary<br>☐ Intermittent | ☒ Classified<br>☐ Unclassified | Overtime: ☒ Eligible ☐ Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit 14<br>Page 1 of 2 |

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

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 80 | Coordinates, monitors & performs fiscal management for the Department of Administrative Services (DAS), Human Resources Division (HRD), Human Capital Management (HCM), PAY Fiscal unit: assists in reconciling payroll vendor payments from HCM to Financial Module (FIN) for four different pay cycles to verify vendor payments; creates new vendors in PeopleSoft with vendor & banking information; reconcile Fund 124 to general ledger; processes special payments to four retirement systems for transfers between retirement systems & supplemental payments for employee settlements; posts deductions & reconciles payment report for purchase of retirement service credits; validates information sent to retirement systems; processes annual report for State Teachers Retirement System; queries, validates & bills retirement systems for refunds for each pay cycle; coordinates with Ohio Administrative Knowledge System (OAKS) batch team the creation & reconciliation of data files sent to all retirement systems; prepares W-2's: prepares & finalizes all quarterly tax reports; reconciles & ensures that all tax records remain pure through each stage of merging; reconciles final statewide W-2 records; reviews & corrects quarterly wage & adjustment reports; adjust employee earnings as required; validates & runs queries to produce reports for vendors & reconciling purposes; processes tax forms; responds to inquires from vendors & internal auditors; coordinates receipt & validates documentation (e.g. tax reports, vendor payments & interface files); processes payments to retirement systems; reconciles employee & agency shares of PERS refunds; accounts for receipts & disbursement of all funds. | Knowledge of: (1) payroll accounting (e.g. prepare employer tax forms), (2) office practices & procedures, (3) public relations, (4) government structure & process*.<br>Skill in: (5) operation of a personal computer & related software (e.g., MS Word, Excel, Access & accounting applications (e.g., PeopleSoft).<br>Ability to: (6) define problems, collect data, establish facts, draw valid conclusion & initiate solutions; (7) deal with a variety of variables in somewhat unfamiliar context, (8) use proper research methods to gather, collate & classify information; (9) handle sensitive inquiries from & contacts with officials & general public. |

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | [signature] | 4/22/11 |

100-000U

# POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301100

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
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| Human Resources | HCM & Agency HR Support/PAY Fiscal | Franklin |

POSITION NUMBER 20005870

JOB TITLE Fiscal Specialist 1

JOB CODE 66531

Appd 4/29/11 BMO

☐ 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 2 |

| | | | |
|---|---|---|---|
| ☒ Permanent<br>☐ Temporary<br>☐ Intermittent | ☒ Classified<br>☐ Unclassified | Overtime: ☒ Eligible ☐ Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit 14<br>Page 2 of 2 |

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 20 | Prepares single payment vouchers to vendors; performs other related payroll accounting functions; requests funds & posts supplemental retirement to payroll; receives, logs, copies & deposits all health insurance direct pays & reimbursements from vendors; deposits & reissues payments to employee, vendors & courts; creates & solves help desk tickets; runs vendor reports & mails to vendor. | Knowledge of: 1, 2, 3, 4*.<br>Skill in: 5.<br>Ability to: 6, 7, 8, 9.<br><br>**Position Specific Minimum Qualifications**<br>12 months experience in payroll accounting & preparing employer tax forms; 12 months experience in using accounting applications (e.g. PeopleSoft)<br><br>*developed after employment |

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | [signature] | 4/29/11 |