

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
HCM OAKS Support – Accounts Payable

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Fiscal Specialist

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005869 (23300.0) Fiscal Officer 2

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Coordinates, monitors & performs fiscal management for the Department of Administrative Services (DAS), Human Resources Division (HRD), Human Capital Management (HCM) Support, Accounts Payable Unit; assists in reconciling payroll vendor payments from Human Capital Management (HCM) to finance 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 the four retirement systems for transfers between retirement systems & supplemental payments for employee settlements; posts deductions & reconciles payment report for purchase of retirement service credits; validate information sent to retirement systems; process annual report for State Teachers Retirement System; query, validate and bill retirement systems for refunds for each pay cycle; coordinates with Ohio Administrative Knowledge System (OAKS) batch team the creation & reconciliation of data files that are sent to all retirement systems.	Knowledge of: (1) business administration, (2) office practices & procedures, (3) public relations, (4) government structure & process*, (5) payroll accounting, (6) state & federal laws, rules, procedures & standards governing fiscal & budgetary operations & accounting*, (7) PeopleSoft (e.g., OAKS HCM & FIN Modules), (8) query generation in Cognos or PS Query Skill in (9) operation of a personal computer & related software (e.g., MS Word, Excel, Access & accounting applications (e.g., PeopleSoft). Ability to: (10) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (11) prepare &/or edit fiscal reports, records, reports &/or correspondence; (12) gather, collate & classify information about date, people or things, (13) handle routine & sensitive inquiries from & contacts with officials & general public.
20	Reviews & corrects quarterly wage & adjustment reports; adjust employee &/or employer deductions as required; validates & runs PS Query & Cognos to produce reports for vendors & reconciling purposes; processes tax forms (e.g., IRS Form 941); responds to inquires from vendors & internal auditors; coordinates receipt & validates documentation; processes payments to retirement systems; reconciles employee & agency shares of PERS refunds; accounts for receipts & disbursement of all funds.	Knowledge of: 1, 2, 3, 4*, 5, 6, 7, 8. Skill in: 9. Ability to: 10, 11, 12, 13. *developed after employment

POSITION NUMBER
20005870 (23310.0)

JOB CODE TITLE
Fiscal Specialist 1

JOB CODE
66531

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

David S. Hollbrook

11/15/07

APP 12-6-07 WSA

