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| POSITION DESCRIPTION | | AGENCY/DEPT ID Department of Administrative Services DAS301000 |
| DIVISION OR INSTITUTION Human Resource Division | UNIT OR OFFICE Pay Fiscal | COUNTY OF EMPLOYMENT Franklin |

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|---|--|--|---|--|-----------------|
| POSITION NUMBER 20005870 JOB TITLE Senior Financial Analyst JOB CODE 66563 <i>April 8.7.15 ac</i> | <input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update | | Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree | | |
| | USUAL WORKING TITLE OF POSITION | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization | | |
| | <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent | <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified | Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type: | | Bargaining Unit |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift): | | | | Page 1 of 2 |
| | FROM: 8:00 a.m. TO: 5:00 p.m. | | | | |
| | JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | | |
| | % | Job Duties in Order of Importance | | Knowledge, Skills & Abilities | |
| | 90 | <p>Independently researches & analyzes complex information to resolve errors, modify data &/or determine appropriate action with external involvement: works under general direction of the Department of Administrative Services (DAS), Human resources Division (HRD), Pay Fiscal Supervisor, in preparing & analyzing various financial statements, statistical & accounting reports for PAY Agency Funds (e.g., Accrued Leave Fund, Disability Leave Fund, Health Benefits Fund, Dependent Care Fund, Group Life Insurance Fund, Parental Leave Fund, Health Care Spending Fund); coordinates with appropriate staff to make adjustments to budgets & financial coding; prepares APR budget data for entry to the Ohio Administrative Knowledge System (OAKS); works with Benefits Administration to develop budgets for programs & contracts; estimates budget needs for fiscal year projections by analyzing past spending trends, budget balances, contract encumbrances & benefits plan trend; reviews invoices for personal service contracts for expenditure allowability, availability & approves; prepares budges balances to ensure that budgets are adequate to cover expenditures; prepares budget journals when needed to include financial coding, budget period, department, funding source & ALI to adjust budgeted funds to increase & decrease totals for purchase order expenditures; notifies benefits manager of budget transfers; runs financial queries in Remote Desktop to prepare, analyze & reconcile Human Capital Management (HCM) disbursements & Financials (FIN) OAKS disbursements systems to ensure the accuracy of the deduction vouchers; in instances where the reconciliation is not in balance, payroll reconciliations, & HCM employee data are researched to determine which payroll deduction did not process, non-processed deductions are corrected & processed; completed voucher is processed to balance HCM & FIN financial payroll deduction vendor payments; reviews retirement system & taxing authority policies; make & request HCM changes necessary for compliance; review new & current reporting mechanism for payroll deductions; evaluate & create effective policy & procedures to ensure effectiveness & accuracy of processes; prepares & analyzes monthly Cash Journals for funds 1240, 8060, 8070, 8080, 8070, 8090, 8100, 8110 and 8130; reconciles revenue, expenditures & fund balances; process taxable benefits (includes tuition reimbursement, moving expenses, awards, & meals) via OBM file, as well as manual spreadsheets not submitted through FIN by agencies to be uploaded to payroll to capture taxable benefits; reviews State's quarterly Federal 941tax form using quarterly financial data to reconcile reportable amounts and to make needed adjustments to ensure accuracy of the final report prior to submission to the IRS.</p> | | <p>Knowledge of: (1) business &/or public administration; (2) accounting principles & practices; (3) applicable state & Federal laws, rules & regulations governing fiscal operations (e.g., payroll withholding, remittance & reporting); (4) retirement system & other employee benefit design & policy*; (5) PeopleSoft web-based application (e.g., FIN); (6) agency policies &: procedures*. Skill in: (7) use of personal computer & related hardware & software (e.g., MS Office, Excel, Access & accounting applications (e.g., PeopleSoft); Ability to: (8) define problems, collect data, establish facts, draw valid conclusions & initiate solutions with a sense of urgency; (9) handle sensitive inquiries from &: contacts with employees, agency officials & general public; (10) prepare accurate & concise reports & communications.</p> | |
| | List Position Numbers & Job Titles of Positions Directly Supervised: | | SIGNATURE OF AGENCY REPRESENTATIVE | | DATE |
| | | | <i>Kenneth: Vubstead</i> | | <i>8/7/15</i> |

