

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources

UNIT OR OFFICE  
Business Office- PAY Fiscal Services

POSITION NUMBER  
20005873 (23330.0)

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 Management Analyst Supervisor 2

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

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB CODE TITLE  
Fiscal Specialist I

JOB CODE  
66531  
APD 11/19/08

| %  | Job Duties in Order of Importance   | Minimum Acceptable Characteristics  |
|----|---|---|
| 80 | <p>Coordinates, monitors &amp; 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 HCM to Financial Module (FIN) for four different pay cycles to verify vendor payments; creates new vendors in PeopleSoft with vendor &amp; banking information; reconcile Fund 124 to general ledger; processes special payments to four retirement systems for transfers between retirement systems &amp; supplemental payments for employee settlements; posts deductions &amp; 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 &amp; bills retirement systems for refunds for each pay cycle; coordinates with Ohio Administrative Knowledge System (OAKS) batch team the creation &amp; reconciliation of data files sent to all retirement systems; prepares W-2's: prepares &amp; finalizes all quarterly tax reports; reconciles &amp; ensures that all tax records remain pure through each stage of merging; reconciles final statewide W-2 records; reviews &amp; corrects quarterly wage &amp; adjustment reports; adjust employee earnings as required; validates &amp; runs queries to produce reports for vendors &amp; reconciling purposes; processes tax forms; responds to inquires from vendors &amp; internal auditors; coordinates receipt &amp; validates documentation (e.g. tax reports, vendor payments &amp; interface files); processes payments to retirement systems; reconciles employee &amp; agency shares of PERS refunds; accounts for receipts &amp; disbursement of all funds.</p> | <p>Knowledge of: (1) payroll accounting (e.g. prepare employer tax forms), (2) office practices &amp; procedures, (3) public relations, (4) government structure &amp; process*.<br/>Skill in: (5) operation of a personal computer &amp; related software (e.g., MS Word, Excel, Access &amp; accounting applications (e.g., PeopleSoft)).<br/>Ability to: (6) define problems, collect data, establish facts, draw valid conclusion &amp; initiate solutions; (7) deal with a variety of variables in somewhat unfamiliar context, (8) use proper research methods to gather, collate &amp; classify information; (9) handle sensitive inquiries from &amp; contacts with officials &amp; general public.</p> |
| 20 | <p>Prepares single payment vouchers to vendors; performs other related payroll accounting functions; requests funds &amp; posts supplemental retirement to payroll; receives, logs, copies &amp; deposits all health insurance direct pays &amp; reimbursements from vendors; deposits &amp; reissues payments to employee, vendors &amp; courts; creates &amp; solves help desk tickets; runs vendor reports &amp; mails to vendor.</p>  | <p>Knowledge of: 1, 2, 3, 4*.<br/>Skill in: 5.<br/>Ability to: 6, 7, 8, 9.</p> <p><b>Position Specific Minimum Qualifications</b><br/>12 months experience in payroll accounting &amp; preparing employer tax forms<br/>12 months experience in using accounting applications (e.g. PeopleSoft)</p> <p>*developed after employment</p>  |

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE  


DATE  
11-3-08