

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301000

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Pay Fiscal

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005873

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent Classified Overtime: Eligible Exempt Bargaining Unit
 Temporary
 Intermittent Unclassified If FLSA Exempt, exemption type:
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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
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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 employees, vendors & courts; creates & solves help desk tickets; runs vendor reports & mails to vendor.	Knowledge of: 1, 2, 3, 4*. Skill in: 5. Ability to: 6, 7, 8, 9.
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Position Specific Minimum Qualifications

12 months experience in payroll accounting & preparing employer tax forms; 12 months experience in using accounting applications (e.g. PeopleSoft)

*developed after employment

JOB TITLE
Financial Analyst

JOB CODE
66562

Approved 8.7.15 AC

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

8/7/15