100-000U

POSITION DESCRIPTION

	AGENCY/DEPT ID Department of Administrative Services DAS301000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Pay Fiscal	Franklin

POSITION NUMBER 20005874

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

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

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

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

JOB TITLE Fiscal Specialist 1

JOB CODE 66531

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; analyzes voided warrants or uncashed warrants to assist payee's.	Knowledge of: (1) payroll accounting (e.g. prepare employer tax forms), (2) office practices & procedures, (3) public relations, (4) government structure & process*. Skill in: (5) operation of a personal computer & related software (e.g., MS Word, Excel, Access & accounting applications (e.g., PeopleSoft). 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
	Kristin Whitstead	3/11/15

100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Pay Fiscal	Franklin

POSITION NUMBER 20005874

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Fiscal Specialist

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

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

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
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*. Skill in: 5. Ability to: 6, 7, 8, 9. **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: Fiscal Specialist 1

JOB CODE: 66531

Appd 9/11/15

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Kelli M. Mabtead

DATE: 3/11/15