POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301000

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

POSITION NUMBER 20005874

JOB TITLE Financial Analyst

JOB CODE 66562

☒ 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 ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

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
80	Examine &/or analyze accounting records, financial statements or other financial reports to assess accuracy, completeness & conformance to reporting & procedural standards 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 inquiries 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.

Approved 8.7.15 ac

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Kevin M. Mulstead	8/7/15

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301000

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

POSITION NUMBER 20005874

JOB TITLE Financial Analyst

JOB CODE 66562

☒ 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
☐ Temporary
☐ Intermittent

☒ Classified
☐ Unclassified

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

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
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

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Kevin M. Milstead

DATE: 8/7/15