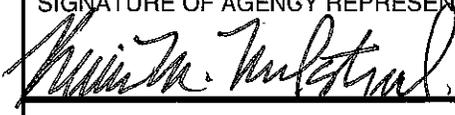


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resource Division	UNIT OR OFFICE Pay Fiscal	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005876 JOB TITLE Financial Analyst Supervisor JOB CODE 66566 <i>Copied 8.7.15 AAC</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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:		Bargaining Unit Page 1 of 3
	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		
	45	Supervises financial analyst who prepare, process & or analyze accounting records, financial statements & other financial reports & data for all fiscal activities for the state retirement systems (Public Employees Retirement System (OPERS); State Teachers Retirement System (STRS); Highway Patrol Retirement System (HPRS) for the Department of Administrative Services (DAS), Human Resources Division (HRD), PAY Fiscal unit: supervises reconciling payroll vendor payments from HCM to Financial Module (FIN) for four different pay cycles to verify vendor payments; oversees special payments to four retirement systems for transfers between retirement systems; acts as statewide contact for employee settlements, calculations, communication & collaboration with agency HR representatives; assures deductions are posted & reconciles payment report for purchase of retirement service credits; reviews current processes for purchase service credit & recommends process improvements for streamlining all retirement system payments, refunds & adjustments; analyzes retirement system payment processes for detection of errors & to reduce penalties; monitors information sent to retirement systems; reviews & approves annual report for State Teachers Retirement System; queries, monitors & verifies accurate billing of retirement systems for refunds for each pay cycle; manages the creation & reconciliation of data files sent to all retirement systems; validates & runs queries to produce reports for vendors & reconciling purposes; oversees reconciliation of employee & agency shares of PERS refunds; manages receipts & disbursement of all funds.	Knowledge of: (1) Generally Accepted Accounting Principles (GAAP); (2) payroll accounting; (3) office practices & procedures; (4) public relations; (5) government structure & process*; (6) supervisory principles. Skill in: (7) operation of a personal computer & related software (e.g., MS Word, Excel, Access & accounting applications (e.g., PeopleSoft). Ability to: (8) define problems, collect data, establish facts, draw valid conclusion & initiate solutions; (9) deal with a variety of variables in somewhat unfamiliar context; (10) use proper research methods to gather, collate & classify information; (11) handle sensitive inquiries from & contacts with officials & general public; (12) establish friendly atmosphere as supervisor.		
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE		
					
			DATE 8/7/15		

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 20005876 JOB TITLE Financial Analyst Supervisor JOB CODE 66566 <i>App'd 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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 3 of 3
	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	
	10	Acts on behalf of manager during absence to manage daily activities of PAY Fiscal (e.g. Federal Social Security Administrator responsibilities; IRS relationship management; coordination with Finance, Office of Budget & Management, State Accounting & Treasurer's office); attends meetings are required.	Knowledge of: 1, 2, 3, 4, 5*, 6 Skill in: 7 Ability to: 8, 9, 10, 11, 12	
	10	supervises lower-level staff (e.g., approves/disapproves leave, initiates discipline; interviews applicants & recommends staff for hire; completes performance evaluations; monitors completed work of staff to ensure accuracy & consistency with established DAS policies, procedures & guidelines);	Knowledge of: 3, 4, 5*, 6 Skill in: 7 Ability to: 8, 9, 10, 11, 12	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Kevin W. [Signature]</i>	DATE 8/7/15