

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS102310
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005876           JOB TITLE Fiscal Specialist 1           JOB CODE 66531           APD 1-26-10 WJD	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Fiscal Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005869 Management Analyst Supervisor 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> 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.m			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	80	Coordinates, monitors & performs fiscal management: 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.	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 1-19-10

