

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS102310

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Office of Finance

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005885

JOB TITLE
Fiscal Officer 3

JOB CODE
66537

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Fiscal Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type: Administrative

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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
60	Plans (i.e., develops fiscal plans & projects & policies), manages, & directs & controls agency fiscal services unit, including accounts payable, accounts receivable & related fiscal activities (including all processing and recording of expenditures, billings, receivables, & collections) for the Department of Administrative Services (DAS); supervises subordinate supervisor who oversees department's accounts receivable & deposit of funds; develops and implements appropriate internal controls for all activities of DAS fiscal services unit, including manual & automated procedures & systems; serves as departmental liaison with Office of Budget & Management (OBM) State Accounting & OBM Office of Shared Services & Ohio Administrative Knowledge System (OAKS) on accounting and fiscal processing issues.	Knowledge of (1) business administration & accounting; (2) supervisory principles & techniques; (3) employee training & development; (4) applicable state & federal laws, rules, procedures & standards governing fiscal & budgetary operations*. Skill in use of (5) personal computer & associated hardware/software (e.g., MS Office, PeopleSoft Financials module*). Ability to (6) deal with large number of fiscal & budgetary variables & determine specific course of action; (7) gather, collate & classify information about data, people or things; (8) handle routine & sensitive inquiries from & contacts with government officials, managers & other agency personnel.
25	Manages agency billing activities, including integration of DAS systems and databases containing rated service information required to create IntraState Transfer Vouchers (ISTVs) to bill customers for agency services; ensures creation of timely, accurate bills; reviews updated receivable balances & reconciled accounts receivable system data; oversees management reporting of billing, receivable & collection data.	Knowledge of 1, 4* Skill in 5 Ability to 6, 7, 8
15	Responsible for researching, interpreting & communicating federal/state laws, rules, regulations & policies pertinent to departmental fiscal activities; advises program managers & staff on fiscal procedures & requirements; represents Office of Finance & department in meetings, conferences & special projects.	Knowledge of 1, 4* Skill in 5 Ability to 6, 7, 8

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

[Handwritten Signature]

DATE

2/13/14