POSITION DESCRIPTION

AGENCY/DEPT ID		
Department of Administrative Services/ DAS101000		
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005885

JOB TITLE Financial Manager

JOB CODE 66586

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Financial Manager	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 1

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	Coordinates & manages multiple work units & supervises Fiscal Services unit supervisors; plans (i.e., develops fiscal plans & projects & policies), 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 supervisors who oversee department's accounts payable, 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:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
SEE TABLE OF ORGANIZATION	[signature]	8/14/15

add 8-14-15