

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301200

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Business Office

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005885 (23400.0)

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Fiscal Officer 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005947 Deputy Director 4

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit

If FLSA Exempt, exemption type:

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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, manages & coordinates combination of fiscal & related operations for DAS' Human Resources Division (HRD), Internal Control Accounting Program, (e. g., directs & approves activities related to accounting, payroll, purchasing, inventory control, supply requisition, receipt & distribution of funds & authorizations of expenditures, preparation of fiscal reports, & maintenance of fiscal reports; directs, coordinates & oversees maintenance of SEUI/District 1199 & OEA tuition reimbursement programs; oversees review of payments for Tuition Voucher & Tuition Reimbursement for Workforce Development Fund, division's credit card, computer loan disbursements, payments & corrections, & invoices & Interstate Transfer Vouchers for funds 125, 128, GRF, & Peoplesoft FIN (financials); formulates & implements fiscal goals & objectives; approves fiscal plans developed by business office staff; prepares coordinates, & testifies on HRD's Controlling Board requests; manage & monitors HRD's assets & oversees assistance provided by staff to section chiefs related to inventory control, building maintenance systems, equipment, supply requisition, Peoplesoft FIN (financials), Request to Purchase (RTP), & Travel Expense Report .	Knowledge of: (1) budgeting, (2) bookkeeping, (3) inventory control*, (4) accounting, (5) management, (6) work-force planning, (7) public relations, (8) government structure & process (state policies & procedures governing assigned fiscal operations)*. Skill in: (9) operation of personal computer & use of state-licensed office system software (e. g., Microsoft, People-soft) Ability to: (10) interpret extensive variety of technical material in books, journals, & manuals, (11) use of statistical analysis, (12) develop complex reports & position papers, (13) handle sensitive inquiries from & contacts with official & general public.
30	Supervises assigned staff in business office (e.g., interviews job applicants & recommends selection to higher-level authority; approves/disapproves leave requests; evaluates work performance; recommends. initiates disciplinary actions with supportive documentation; provides &/or recommends training needed for professional development & growth; assigns/delegates & reviews work to ensure accuracy, quality & completeness; assists staff in problem resolution; orients new staff on functions of agency/division/unit; conducts staff meetings to exchange information & update on policies & procedures); supervises & facilitates continuing career development of assigned staff.	Knowledge of: 1, 2, 3*, 4, 5, 7, 8*, (14) employee training & development, (15) supervision, (16) human relations. Skill in: 9. Ability to: 10, 11, 12, 13. *developed after employment

JOB CODE TITLE
Fiscal Officer 3

APD 8-11-09

JOB CODE
66537

List Position Numbers & Job Titles of Positions Directly Supervised:
20005824-Acct Clerk Supv 20005869-MAS 2
20005820-Fiscal Spec 2 20005818-MAS 2
20005821-Admin Asst 2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Mitchell A. Bailey

7.27.09

