

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 20005940 JOB TITLE Financial Analyst JOB CODE 66562 <i>Appel AE 5.18.16</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 Financial Analyst		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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 30 Page 2 of 2
	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	
	25	Processes supplemental payments to State Teacher Retirement System (STRS) and Ohio Public Employees Retirement System (OPERS); processes settlement agreements and retro payments; performs school districts reporting & reconciliation process for each pay cycle, then uploads to a csv file to the Ohio Business Gateway application on the Dept. of Taxation website. Performs a reconciliation of the OPERS deduction report to the OPERS DAT file prior to loading into OPERS ECS;	Knowledge of 1, 2, 3*, 4, 5* Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14.	
	10	Prepares single payment vouchers to vendors; performs other related payroll accounting functions; requests funds & posts supplemental retirement to payroll; receives, logs, copies & deposits all health insurance direct pays & reimbursements; deposits & reissues payments to employees, vendors & courts; creates & solves help desk tickets, OPERS deductions; runs vendor reports & mails to vendor.	Knowledge of 1, 2, 3*, 4, 5*, Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14.	
	10	Provides information & explains statewide EDF program to customers; represents agency at educational fairs; solicits & receives feedback from customer agencies regarding effectiveness of program; analyzes feedback & makes necessary changes to ensure customer satisfaction; maintains procedural manuals; maintains inventory of program resources, necessary forms & promotional materials; responsible for records retention (e.g. retention schedule, packing boxes for storage & retrieving stored files);	Knowledge of 1, 2, 3*, 5*, Skill in 6 Ability to 9, 10, 11, 12, 13, 14.	
	5	Serves as back up to other Financial Analysts within Pay Fiscal Unit to include (e.g., assists in reconciling payroll vendor payments from HCM to Financial Module (FIN) for four different pay cycles to verify vendor payments; Processes special payments to four retirement systems for transfers between retirement systems & supplemental payments for employee settlements; perform other duties as assigned.	Knowledge of 1, 3*, 4, 5*, Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14. *developed after employment	
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Kevin M. Winkler</i>	DATE 5/18/16	