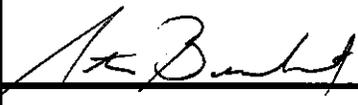


POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006025	<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 Senior Financial Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION									
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JOB DESCRIPTION AND WORKER CHARACTERISTICS												
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	20	Acts as lead worker for other lower level financial analysts in the Purchasing Unit & researches & analyzes complex information to resolve errors, modify data &/or determine appropriate action with external involvement; maintains Request to Purchase database; publishes weekly report for the unit supervisor on status of requests; maintains Payment Card & acts as Payment Card purchaser & reviews & validates travel requests; processes credit card payments from MARCS/OIT customers; researches & analyzes purchase orders & payment issues; scans & maintains purchase order file.	Knowledge of (1) state procurement laws; (2) agency procurement practices;* (3) Government structure and process;* (4) applicable state and federal laws, rules and regulations governing fiscal operations,* (5) project management;* and (6) contract administration; Skill in (7) use of personnel computer and associated software and hardware (e.g., MS Office, OAKS*); Ability to (8) communicate verbally and in writing on technical and non-technical matters; (9) write routine business letters, evaluations and records following standard procedures; (10) handle routine and sensitive inquiries from program managers, state employees and general public; (11) maintain procedures for timely processing of procurement requests and accurate fiscal reporting.	
JOB CODE 66563	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 7/8/16	

SRD
7/8/16

*developed after employment