

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS505140
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006028 JOB CODE TITLE Fiscal Officer 2 JOB CODE ARD 2-15-12 UAC 66536	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 14 Page 1 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		
50	Under direction, services as unit supervisor for the Budget Unit for the Office of Information Technology (OIT); oversees internal reporting on all budget operations in order to ensure compliance with & facilitate preparation of mandatory external reports; oversees preparation of biennium, capital & corrective budgets, allocation of appropriation & budget monitoring activities for OIT; researches & analyzes expenditures to assist program managers in preparing budgetary requirement projections; oversees and coordinates budget preparations among program areas; develops, implements & monitors policies & procedures to control budgets & expenditures; utilizes Ohio Administrative Knowledge System (OAKS) financial module to monitor & balance budgets; identifies & analyzes potential budget problems & recommends solutions; participates in confidential discussions with senior staff; works with senior management staff to enact programmatic changes relating to budget & expenditures; provides instruction, assistance & direction to program budget liaisons; prepares documents & justifies fund transfer requests; utilizes advanced skill in computer database systems, sophisticated spreadsheet design & accounting theory to maintain the OIT Fundable Table of Organization (FTO) for payroll cost & coding allocations; serves as liaison to OIT program units & higher-level fiscal offices (e.g., DAS Office of Finance, Office of Budget & Management) on routine matters; provides review & approval of transactions prior to upload into OAKS financial system. Assists in analysis, policy development & management of cost accounting & revenue functions for OIT Business Office using Generally Accepted Accounting Principles (GAAP): analyzes costs & revenue for all units within assigned programs; determines fixed & variable costs in all cost centers; utilizes extensive knowledge & understanding of computer database systems, sophisticated spreadsheet design & accounting theory to develop & maintain expenditure & revenue projections; performs analytical review of revenues & expenditures; provides reports analyzing variances between budget & actual & between prior & current years; develops, implements & oversees policies & procedures relating to budget management.	Knowledge of (1) business administration; (2) Generally Accepted Accounting Principles (GAAP); (3) complex budget development & oversight; (4) applicable state & federal laws, rules, procedures & standards governing fiscal & budgetary operations*; (5) Ohio Administrative Knowledge System*. Skill in (6) operation of personal computer using advanced functions of MS Word, Access & Excel (e.g., if/then statements, pivot tables, queries & complex formulas). Ability to (7) analyze & research expenditures, (8) deal with large number of fiscal & budgetary variables & determine specific course of action; (9) use proper research methods to gather, collate & analyze data; (10) prepare complex reports that are meaningful concise & accurate; (11) define problems, collect data, establish facts & draw valid conclusions; (12) calculate fractions, decimals & percentages/use algebra; (13) code items from one symbolic form to another; (14) check pairs of items that are similar or dissimilar; (15) cooperate with co-workers; (16) originate business letters.		
		*Developed after employment.		
List Position Numbers & Job Titles of Positions Directly Supervised: 20006041 Management Analyst Supervisor 1 20006042 Management Analyst Supervisor 1 20006597 Management Analyst Supervisor 1 20073105 College Intern		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/7/12	

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	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
40	Supervisors assigned staff (e.g., establishes unit goals; establishes benchmarks and performance standards in accordance with DAS/OIT in order to maintain quality control on unit output; assigns work and provides direction, reviews work and provides feedback, monitors and evaluates performance; encourages staff development, makes recommendations for hire of staff; approves/disapproves leave, conducts staff meetings, recommends disciplinary action).	Knowledge of 1, 2, 3, 4*, 5*. Skill in 6. Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15, 16.		
10	Performs other related duties as requested: researches fiscal issues; participates in confidential discussions with management concerning fiscal issues (e.g.; late payments, program reorganizations, reductions in force, effect on public or other agencies); prepares specific analyses & reports relating to inquiries from Office of Budget & Management, agency senior managers & general public or press.	Knowledge of 1, 2, 3, 4*, 5*. Skill in 6. Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15, 16.		
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