

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

POSITION NUMBER 20006029 JOB CODE TITLE Fiscal Specialist 2 JOB CODE 66532	<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 Fiscal Reporting Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006030 Fiscal Officer 2		
	<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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:		Bargaining Unit 14 PR 32 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm				
	JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities		
80	Under direction of Office of Information Technology (OIT) Rates Manager, prepares & analyzes various financial statements & cost/accounting reports to ensure timely & accurate financial reporting for OIT customers: works with OIT program managers, on regular basis to gather & interpret data & assist with program & customer requirements; gathers & interprets data from other Business Office units (e.g., asset management, accounts receivable/payable, billing, purchasing); produces high-level financial reports by gathering, assembling, & verifying data used to satisfy Federal, state, & other rules & regulations in connection with effective & efficient preparation of financial reports such as Statewide Indirect Cost Allocation Plan (SWCAP), Generally Accepted Accounting Principles (GAAP), Internal Accounting Control Program (IACP), Profit & Loss Statements, Cash Flow, revenue & expense projections, & various other reports, records, studies & correspondence related to fiscal activities & operations; works closely with Department of Administrative Services (DAS) Office of Finance & internal auditors to evaluate, develop & implement financial reports utilizing COGNOS, Ohio Administrative Knowledge System (OAKS), internal billing & other reporting systems; evaluates current reporting methods & makes recommendations for policy/procedure changes & improvements relative to financial reporting; researches & recommends new reporting methods to assist customers in obtaining program goals.		Knowledge of (1) business administration; (2) accounting principles & practices; (3) applicable state & Federal laws, rules & regulations governing fiscal operations*; (4) business office functions (e.g., accounts receivable/payable, purchasing, asset management, billing); (5) standardized financial reporting; (6) COGNOS report generation*; (7) OAKS Financial module*; Skill in (8) operation of personal computer & associated hardware/software; (9) advanced functions of MS Excel (e.g., if/then statements; linking worksheets; writing formulas, pivot tables); Ability to (10) deal with large number of fiscal variables & determine specific course of action; (11) apply accounting principles to solve practical everyday problems; (12) preserve & maintain accurate historical records for future analysis & audit tracking purposes; (13) work independently & within a group environment; (14) use proper research methods to gather & collate data; (15) communicate in written & oral form.		
		List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 10/10

