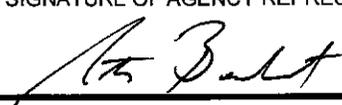


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS - DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006029	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
	USUAL WORKING TITLE OF POSITION Senior 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 <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 a.m.    TO: 5:00 p.m.			

**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, independently researches & analyzes complex information to resolve errors, modify data &/or determines appropriate action with external involvement: 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.	<b>Knowledge of</b> (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*; <b>Skill in</b> (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); <b>Ability to</b> (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.  *Developed after employment.

JOB CODE 66563	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
			8/12/15

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS - DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Support Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006029	<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	
	<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 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
10	Develops recommendations for appropriate grant reporting requirements (e.g., Chart of Accounts, rate impact, SWCAP); ensures grant terms & conditions are communicated & OIT financial operations are in compliance; handles grant budgets, financial reporting & performance timeframes & other grant monitoring & tracking.	<b>Knowledge of 1, 2, 3*, 4, 5, 6*;</b> <b>Skill in 8, 9;</b> <b>Ability to 13, 14.</b>
10	Performs other related duties as required: attends or chairs meetings as Business Office rates reporting representative; disseminates information; prepares correspondence; monitors plans.	<b>Knowledge of 1, 2, 3*, 4, 5, 6*, 7*;</b> <b>Skill in 8, 9;</b> <b>Ability to 13-15.</b>

\*Developed after employment.

JOB CODE 66563	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE