POSITION DESCRIPTION

POSITION DESCRIPTION	AGENCY/DEPT ID DAS500000

DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OIT/Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006031

☐ Reclassification	☐ New Position	☒ Update	Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION Financial Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:ADMIN	Bargaining Unit 22 PR 15 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 CODE TITLE Financial Manager

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Responsible for coordinating, managing & directing invoicing and revenue accounting & reconciliation for the Department of Administrative Services (DAS), Office of Information Technology (OIT): Coordinates closely with OIT program areas billing methodologies, discrepancies & business practices; oversees process of cost analysis & expense & revenue data; directs overall OIT billing & analysis, plans & reports; supervises development of policies & procedures for OIT billing activities; formulates & directs implementation of reporting, tracking & analysis methodologies for OIT billing to user agencies; consults with OIT program managers, OIT Business Office management & other agency staff to determine billing needs; supervises OIT billing and customer reconciliation; directs program initiatives to determine proper billing components for complex service configurations; develops recommendations for alternate designs to improve program efficiency; management communication initiatives between user agencies & service providers, supervises customer relations regarding OIT usage estimates & invoices; coordinates development and delivery of operational guidance and directives to customers; assures complete and accurate accounting of all billable revenue.	**Knowledge of** (1) budget development; (2) fiscal & office management principles; (3) Federal, state & departmental policies & procedures*; (4) business administration; (5) accounting practices & principles; (6) OMB A-87 requirements*; (7) labor relations; (8) work force planning; (9) employee training & development; (10) supervision techniques; (11) human relations; (12) principles of interviewing. **Skill in** (13) use of a personal computer & related software (e.g., word processing, spreadsheets, databases). **Ability to** (14) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (15) understand non-verbal symbols in formulas, equations or graphs; (16) comprehend & record figures accurately; (17) calculate fractions, decimals & percentages; (18) use statistical analysis; (19) establish friendly atmosphere as supervisor of work unit.
30	Acts as lead in managing DAS/OIT billing systems. Provides requirements and configuration standards; identifies and assigns resources to develop and maintain applications. Coordinates new billing system design requirements with project staff, agency staff, customers and other stakeholders; assures proper implementation and testing standards; identifies and coordinates modifications; provides training as needed	**Knowledge of** 2, 3,* 4, 5, 10, 11, (20) inventory control **Skill in** 13 **Ability to** 14, 15, 19, (21) handle sensitive inquiries from & contacts with officials & general public. *developed after employment

JOB CODE 66586

List Position Numbers and Class Titles of positions directly supervised: SEE TABLE OF ORGANIZATION	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Stephen Bouduxot /fg	5-3-16

POSITION DESCRIPTION	AGENCY/DEPT ID DAS505140

DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OIT/Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006031

JOB CODE TITLE Financial Manager

JOB CODE 66586

AAP 5/2/16 vas

☐ Reclassification ☐ New Position ☒ Update Position Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION

☒ Permanent ☒ Classified Overtime: ☐ Eligible ☒ Exempt Bargaining Unit 22
☐ Temporary ☐ Unclassified PR 15
☐ Intermittent ☐ Essential If FLSA Exempt, exemption type:ADMIN Page 2 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
20	Acts as liaison with customer agencies, vendors & program managers to discuss, explain & interpret federal state or departmental policies, rules & regulations affecting assigned invoicing and revenue generating functions (e.g., SWCAP, state purchasing rules, operating & capital fund requirement, etc.). Provide project coordination and information services to/from stakeholders relating to DAS.OIT services; communicate service information and expectations (i.e., rates, volume, project, and budget). Review customer's portfolio of services, update, and monitor as necessary. Provide outreach services; advocate for customer interests, makes presentation and issues various communication as directed	**Knowledge of** 1, 3, 4, 5, 10, 11, (22) Federal & state statutes & regulations (e.g., SWCAP, GAAP, IACP) **Skill in** 13. **Ability to** 14, 15, 16, 17, 18, 19, (23) develop complex reports & position papers.

*developed after employment

List Position Numbers and Class Titles of positions directly supervised: SEE TABLE OF ORGANIZATION	SIGNATURE OF AGENCY REPRESENTATIVE Stephen Boudinot /bg	DATE 5-3-16