

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
Business Office

POSITION NUMBER
20006031 (41134.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Fiscal Officer 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006030 (41130.0) Fiscal Officer 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. – 5:00 p.m.

Page 1 of 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in order of Importance	Minimum Acceptable Characteristics
50	Supervises fiscal operations for Service Delivery Division (SDD: assigns & monitors Payables (e.g., paper, EDI, or payment card) workflow & processing to ensure compliance with state prompt payment rules, including vendor dispute resolution; assigns Receivables collections to include procedures for customer contact, documentation of collections activity, follow-up with customers, & internal reporting; prepares &/or classifies all types of division encumbering documents & ensures proper purchasing authority for all purchases; establishes procedures to ensure compliance with Ohio Revised Code, OBM rules, or agency/division policies; coordinates, through direct supervision of the Asset Management Supervisor, daily fiscal activities for the division's assets management section (e.g., data entry for capital assets or equipment, reconciliation, & staff assignments); coordinates & maintains filing systems for assigned area to ensure compliance with state, agency, or division records retention schedules.	Knowledge of (1) business administration; (2) accounting principles & practices; (3) applicable state & federal laws, rules & regulations governing fiscal operations*; (4) accounts receivable & payable; (5) agency policies & procedures*; (6) government structure & process*; Skill in (7) use of personal computer & associated hardware/software (e.g., MS Office, accounting software); Ability to (8) deal with large number of fiscal variables & determine specific course of action; (9) gather, collate & classify information about data, people or things; (10) maintain filing systems; (11) handle routine & sensitive inquiries from & contacts with officials, other state employees & general public; (12) maintain procedures that ensure timely payment of invoices.
30	Supervises all activities of fiscal specialists & account clerks (e.g., monitors daily activities to ensure timely completion of subordinate's assignments, provides ongoing system user training, provides staff with updates to purchasing laws, rules, policies or directives, assigns workflow to ensure all proper invoices (e.g., paper, payment card, or EDI) are paid promptly.	Knowledge of 1, 2, 3*, 4, 5*, 6*, (13) supervision; (14) employee training & development Skill in 7 Ability to 8, 9, 10, 11, 12
15	Responsible for the preparation of fiscal reports as directed by Supervisor and/or Business Operations Manager (e.g., GAAP reports for Payables, internal tracking reports, or other reports as requested).	Knowledge of 1, 2, 3*, 4, 5*, 6* Skill in 7 Ability to 8, 9, 10, 11, 12
5	Performs other related duties assigned by supervisor or Business Operations Manager: attends meetings; responds to internal & external inquiries; assists with other management functions of the division.	Knowledge of 1, 2, 3*, 4, 5*, 6* Skill in 7 Ability to 8, 9, 10, 11, 12 *developed after employment

April 1-22-08 CB

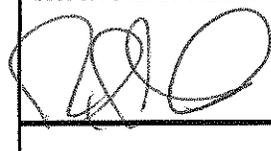
JOB CODE TITLE
Fiscal Officer 1

JOB CODE
66535

List Position Numbers and Class Titles of positions directly supervised:
20006032 (41136.0) Fiscal Spec 1 20006035 (41142.0) AcntClrk 2
20006033 (41138.0) AcntClrk 2
20006034 (41140.0) AcntClrk 2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

 1/17/08