

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/505140
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006032	<input 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 Specialist 1		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006031 Fiscal Officer 1	
	<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  Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am    TO: 5:00 am			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	70	Under direction, coordinates, monitors & performs variety of fiscal functions for Office of Information Technology (OIT) using Ohio Administrative Knowledge System (OAKS) & manual systems: assists with problem resolution related to Office of Budget & Management (OBM) matters (e.g., vouchers, invoices, checking vouchers & encumbrances in OAKS); investigates rejections by running & reviewing queries, & informing supervisor of possible solutions; assists lower-level staff; works with vendors for vendor address & name changes as related to voucher remittance issues to be submitted to OBM; receives requested warrants, matches to vouchers, & mails warrants/remittance information to vendors; maintains original vouchers for audit.	Knowledge of (1) business administration &/or accounting practices & procedures; (2) applicable state & federal laws*; (3) rules, procedures & standards governing fiscal & budgetary operations, purchasing & accounting; Skill in (4) operation of adding machine; (5) operation of personal computer & associated software/hardware (e.g., MS Word, Excel, Access, CAS*, PPS*); Ability to (6) define fiscal problems, collect data, establish facts & draw valid conclusions; (7) gather, collate & classify information about data, people or things; (8) prepare & edit technical fiscal reports & correspondence; (9) handle routine & sensitive inquiries from management & customers.	
	15	Acts as payment card payer & reconciler for OIT program areas (e.g., reviews purchases, codes purchases in OAKS & enters payments): verifies proper account codes on requisitioned items related to payment cards; prepares journal vouchers to adjust errors for expenditure issues, ensures compliance with all applicable rules & regulations.	Knowledge of 1, 2*, 3 Skill in 4, 5 Ability to 6, 7, 8, 9.	
	10	Prepares & analyzes fiscal reports (e.g., petty cash reconciliation, open encumbrances for payments, vendor interest due when not paid in required time frame, invoice tracking, OAKS for past due invoices, travel expenses, special & personal service reports as requested by supervisor); attends meetings; reports on findings to supervisor.	Knowledge of 1, 2*, 3, Skill in 4, 5 Ability to 6, 7, 8, 9.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 8.13.09	
JOB CODE 66531	JOB CODE TITLE Fiscal Specialist 1			

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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am    TO: 5:00 am			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
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5	Performs other related clerical & fiscal tasks to facilitate operational efficiency: mails correspondence; sorts, copies & types documents; maintains filing systems; delivers messages; answers phone inquiries; works on special projects assigned by supervisor; gathers business & accounting data for review; assists in grant setup in OAKS.	Knowledge of 1, 3. Skill in 4, 5; Ability to 6, 7, 8, 9		
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			DATE 8.13.09	

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