POSITION DESCRIPTION

		AGENCY/DEPT ID Department of Administrative Services DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006036

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Asset & Payment Unit Supervisor	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 14 Page 1 of 2

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

JOB CODE TITLE Fiscal Officer 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Supervisor will be subject to an alternative work schedule with periodic adjustments in order to accommodate travel requirements for customers. Serves as unit supervisor for the Asset and Payment Unit for the Office of Information Technology (OIT); plan & manage internal reporting on all asset and payment operations in order to ensure compliance with & facilitate preparation of mandatory external reports; oversees preparation of biennium and annual reports relating to assets, CIP, and GAAP; researches & analyzes expenditures to ensure proper accounting and corrections; assist program managers in preparing budgetary requirement projections; develops, implements & monitors policies & procedures to control expenditures; supervises division's asset management section and fiscal staff; oversees OIT EDI processing and document imaging; late payment review and validation; OIT preprocessing and invoice and payment issues; assures correct classification of purchases & timely recording of purchases; oversees entry of data into the computerized inventory database; verifies accuracy of automated database; oversees physical inventories of selected areas; monitors & ensures timely recording of asset movement, transfer, & salvage; prepares several major end-of-year compliance reports; advises division personnel on proper methods of reporting asset acquisition & movement; supervises support staff to ensure timely recording, tagging, & delivery of goods received at receiving docks, ensures that asset movements, transfers, & salvage are processed & approved; utilizes Ohio Administrative Knowledge System (OAKS) financial module to monitor & balance expenditures; identifies & analyzes potential expenditure problems & recommends solutions; participates in confidential discussions with senior staff; works with senior management staff to enact programmatic changes relating to assets & expenditures; provides instruction, assistance & direction to program asset liaisons; prepares documents & justifies voucher corrections; utilizes advanced skill in computer database systems, sophisticated spreadsheet design & accounting theory to maintain OIT assets; expenditures and voucher corrections; provides OIT Business Office units coding allocations for OIT equipment; serves as liaison to OIT program units & higher-level fiscal offices (e.g., DAS	**Knowledge of** (1) business administration; (2) Generally Accepted Accounting Principles (GAAP); (3) complex expenditure oversight and audit review; (4) applicable state & federal laws, rules, procedures & standards governing fiscal & budgetary operations*; (5) Ohio Administrative Knowledge System*. **Skill in** (6) operation of personal computer using advanced functions of MS Word, Access & Excel (e.g., if/then statements, pivot tables, queries & complex formulas). **Ability to** (7) analyze & research expenditures, (8) deal with large number of fiscal & budgetary variables & determine specific course of action; (9) use proper research methods to gather, collate & analyze data; (10) prepare complex reports that are meaningful concise & accurate; (11) define problems, collect data, establish facts & draw valid conclusions; (12) calculate fractions, decimals & percentages/use algebra; (13) code items from one symbolic form to another; (14) check pairs of items that are similar or dissimilar; (15) cooperate with co-workers; (16) originate business letters; (17) to maintain a driver's license. *developed after employment

JOB CODE 66536 APD 6-5-14 VB

SRD 5/20/14

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	5/21/14

POSITION DESCRIPTION

AGENCY/DEPT ID Department of Administrative Services DAS500000		
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006036

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Asset & Payment Unit Supervisor	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 14 Page 2 of 2

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

JOB CODE TITLE Fiscal Officer 2

JOB CODE 66536

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	Office of Finance, Office of Budget & Management) on routine matters. Assists in analysis, policy development & management of cost accounting functions for OIT Business Office using Generally Accepted Accounting Principles (GAAP): analyzes costs for all units within assigned programs; utilizes extensive knowledge & understanding of computer database systems, sophisticated spreadsheet design & accounting theory to develop & maintain expenditure projections; performs analytical review of assets & expenditures; provides reports analyzing variances between reported and actual assets; develops, implements & oversees policies & procedures relating to assets and expenditure management.	
20	Supervises assigned staff (e.g., establishes unit goals; establishes benchmarks and performance standards in accordance with DAS/OIT in order to maintain quality control on unit output; assigns work and provides direction, reviews work and provides feedback, monitors and evaluates performance; encourages staff development, makes recommendations for hire of staff; approves/disapproves leave, conducts staff meetings, recommends disciplinary action if needed).	**Knowledge of** 1, 2, 3, 4*, 5* **Skill in** 6 **Ability to** 7, 8, 9, 10, 11, 12, 13, 14, 15, 16.
10	Performs other related duties as requested: researches fiscal issues; participates in confidential discussions with management concerning fiscal issues (e.g.; late payments, program reorganizations, reductions in force, effect on public or other agencies); prepares specific analyses & reports relating to inquiries from Office of Budget & Management, agency senior managers & general public or press.	**Knowledge of** 1, 2, 3, 4*, 5* **Skill in** 6 **Ability to** 7, 8, 9, 10, 11, 12, 13, 14, 15, 16.

*developed after employment

APD 6-5-14

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		5/21/14