

<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 20006037  JOB CODE TITLE Fiscal Specialist 1/Inventory Control Specialist 1  JOB CODE 66531 ADD 7-16-14 VCS	<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 Fiscal Specialist		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 - 30 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m.    TO: 4:00 p.m.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
60	Under general direction of the Asset and Payment Unit Supervisor will coordinate, monitor & perform fiscal functions for the Office of Information Technology (OIT): reviews & evaluates requests to purchase OIT equipment that affect DAS purchases statewide; reviews, evaluates & processes routine requests for information technology financial information on OIT assets; verifies all information is correct (e.g., checks financial coding, justifications); determines proper compliance with state &/or federal regulations; receives and logs OIT assets and sensitive equipment in database; responsible for entering assets and all necessary financial data regarding assets in Ohio Administrative Knowledge System (OAKS); monitors and analyzes OIT expenditures to ensure proper accounting and MBE compliance; Process OIT EDI payments and OSS pre-processing forms for OIT & monitors all stages of the process; utilizes OAKS financial module to monitor and balance expenditures; identifies and analyzes potential expenditure problems & recommends solutions; prepares documents and justifies voucher corrections; provides coding information for OIT equipment purchases; verifies receipt of goods and updates assets in OAKS with necessary financial information; verifies receipt of goods and follows and facilitates payment process to vendor; maintains copies of all completed procurements for subsequent audits.	<b>Knowledge of</b> (1) bookkeeping; (2) accounting practices & procedures; (3) agency office practices & procedures.* <b>Skill in</b> (4) operation of personal computer & associated software (e.g., MS Office Excel, Word, OAKS Asset Management System*); (5) operation of typewriter & calculator; <b>Ability to</b> (6) understand bookkeeping; (7) understand concepts of business practices; (8) read & record figures accurately; (9) add, subtract, multiply & divide whole numbers; (10) maintain accurate records; (11) prepare meaningful, concise & accurate reports; (12) code items from one symbolic form to another; (13) gather collate & classify information about data, people or things; (14) cooperate with co-workers on group projects.  *Developed after employment.		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
		 SPD 7/2/14	7/2/14	

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<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills &amp; Abilities</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: top;">35</td> <td style="vertical-align: top;"> <b>Employee is subject to alternative schedule with periodic adjustments to accommodate travel requirements for customers.</b> Receives, inspects, record &amp; distributes materials, supplies &amp; equipment throughout Office of Information Technology (OIT) &amp; coordinates, controls &amp; maintains automated inventory for OIT to include all equipment &amp; furniture assets division-wide: assigns bar code label asset numbers &amp; tags all acquired assets; prints purchase orders, invoices &amp; vouchers from the Ohio Administrative Knowledge System(OAKS) Financial System &amp; analyzes for accuracy; operates personal computer to enter data into computerized inventory database; verifies accuracy of automated database; performs physical inventories of selected areas on regular basis &amp; updates database; may lift, push, pull or otherwise move up to 30 lbs; monitors asset movement &amp; transfers; coordinates salvage disposal of obsolete &amp; worn out assets; assists in preparation &amp; submission of data to inventory supervisor on all asset additions, deletions, transfers &amp; trade-ins; assists in preparation of several major end-of-year compliance reports; instructs &amp; advises OIT personnel on proper methods of reporting asset acquisition &amp; movement; operates motor vehicle to travel to various in &amp; out-of-state locations to inspect &amp; physically inventory equipment; may be required to stay overnight(s) to perform inventory duties.         </td> <td style="vertical-align: top;"> <b>Knowledge of 3*</b>, (15) inventory control; (16) electronic data processing as applied to management of computer assets.  <b>Skill in 4, 5.</b>  <b>Ability to 6;</b> 6, 8, 9, 10, 11, 12, 13, 14, (16) understand inventory control procedures; (17) demonstrate strength to lift, push, pull or otherwise move up to 30 lbs.; (18) operate motor vehicle; (19) obtain &amp; maintain valid Ohio driver's license; (20) travel.         </td> </tr> <tr> <td style="text-align: center; vertical-align: top;">5</td> <td style="vertical-align: top;">           Performs other related miscellaneous duties: answers telephone inquiries; attends meetings; participates in training sessions &amp; educational seminars.         </td> <td style="vertical-align: top;"> <b>Knowledge of 3*</b>  <b>Skill in 4, 5.</b>  <b>Ability to 14.</b>             *Developed after employment.         </td> </tr> </tbody> </table>				%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	35	<b>Employee is subject to alternative schedule with periodic adjustments to accommodate travel requirements for customers.</b> Receives, inspects, record & distributes materials, supplies & equipment throughout Office of Information Technology (OIT) & coordinates, controls & maintains automated inventory for OIT to include all equipment & furniture assets division-wide: assigns bar code label asset numbers & tags all acquired assets; prints purchase orders, invoices & vouchers from the Ohio Administrative Knowledge System(OAKS) Financial System & analyzes for accuracy; operates personal computer to enter data into computerized inventory database; verifies accuracy of automated database; performs physical inventories of selected areas on regular basis & updates database; may lift, push, pull or otherwise move up to 30 lbs; monitors asset movement & transfers; coordinates salvage disposal of obsolete & worn out assets; assists in preparation & submission of data to inventory supervisor on all asset additions, deletions, transfers & trade-ins; assists in preparation of several major end-of-year compliance reports; instructs & advises OIT personnel on proper methods of reporting asset acquisition & movement; operates motor vehicle to travel to various in & out-of-state locations to inspect & physically inventory equipment; may be required to stay overnight(s) to perform inventory duties.	<b>Knowledge of 3*</b> , (15) inventory control; (16) electronic data processing as applied to management of computer assets. <b>Skill in 4, 5.</b> <b>Ability to 6;</b> 6, 8, 9, 10, 11, 12, 13, 14, (16) understand inventory control procedures; (17) demonstrate strength to lift, push, pull or otherwise move up to 30 lbs.; (18) operate motor vehicle; (19) obtain & maintain valid Ohio driver's license; (20) travel.	5	Performs other related miscellaneous duties: answers telephone inquiries; attends meetings; participates in training sessions & educational seminars.	<b>Knowledge of 3*</b> <b>Skill in 4, 5.</b> <b>Ability to 14.</b>  *Developed after employment.
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